

	CHAPIEN	~18
H20	DIVISION CENTRAL	NUMBER
EVALUATED BY	MANUA # 17179	DATE >

AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY CHP 453T (Rev. 6-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION					
	mal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW	29/12/03	DATE	
Yes No	BY		OR CAPT B.M. SMITH	9/22/0	ξ
1. SUPPORT AND AWARENESS		EVALUATED	ACTION REQUIRED	CORRECTED	
Do all managers and supervi     the Department's Equal Emp	sors support and implement the olloyment Opportunity (EEO) Progra	bjectives to am?		X Yes	☐ No
(1) Does the commander su	pport and encourage EEO?		<u> </u>		☐ No
(a) Are managers and s	supervisors familiar with the progra	am?		✓ Yes	☐ No
(b) Are managers and s do they know where	supervisors familiar with ongoing E to obtain assistance regarding EE	EEO goals and objectives EO programs?	, and	X Yes	□No
such as the Limited Exan	visors familiar with special employ nination and Appointment Progran	n (LEAP)?		X Yes	□No
(3) Regarding local EEO pro Area to enhance the Dep	grams, are innovation or notable a artment's EEO efforts documented	d?	1	⊠ Yes	□No
2. HIRING / PROMOTION		EVALUATED	ACTION REQUIRED  NONE	CORRECTED	
a. Are hiring/promotion practices	consistent with EEO objectives a	nd philosophies?		⊠ Yes	☐ No
(1) Do selections approved be emphasis on maintaining	y the commander reflect support of a diverse workforce?	of the Department's		X Yes	□No
(2) Do CHP 440As documen	t good faith effort toward soliciting	an adequate candidate g	group?	X Yes	☐ No
(a) Were all three ranks	on the certification list canvassed	?		⊠ Yes	☐ No
(b) Were Job Opportunit	y Bulletins sent to all state agenci	es?	12. T.	X Yes	☐ No
(3) What is the Area's current gender, ethnicity, and nun	t nonuniformed staffing profile by on the normal transfer of disabled employees?	classification,			
CUSTODIAN M H	OFFICE AS	SISTANT 4 F	W		
NTO TECH M H		2 F	Н		
2 M W	P505 1	M W			
155 11 F H	PSDS 11	18 F W	5		
FICE TECH F H					
(a) Is the profile balanced	d based upon relevant labor force	parity figures?		X Yes	☐ No
(b) Are management and can be obtained from	supervisory staff aware that work the Equal Employment Opportuni	oforce analysis and utilizaty Unit (EEOU)?		<b>⋉</b> Yes	□No
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## AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

3. HIRING OPTIONS	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
a. Is the commander and his/her management team familiar with options available to enhance EEO?	various hiring		∑ Yes	☐ No
(1) Certification list.			X Yes	☐ No
(2) Lateral transfer between classifications.			X Yes	☐ No
(3) Training and Development (T&D) Assignment.			X Yes	☐ No
(4) Temporary Authorization (TAU) Appointment.			X Yes	☐ No
(5) Temporary downgrade.			X Yes	☐ No
b. Has the Area exercised hiring options to assist the Department its EEO goals and objectives?	t in meeting		⊠ Yes	☐ No
(1) Were options explored to attract and hire females into non classifications?	itraditional		⊠ Yes	☐ No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			⊠ Yes	☐ No
4. UPWARD MOBILITY	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Do supervisors encourage employees to investigate upward mo	obility opportunities?		∑ Yes	☐ No
(1) Are employees informed of the opportunities?	) i		⊠ Yes	☐ No
(2) Are T&D/lateral transfer opportunities posted in a prominer or routed among eligible employees?	nt location,		⊠ Yes	☐ No
(3) Are employee's Upward Mobility Career Plans reviewed an of their annual performance evaluation?	nnually as part			☐ No
(a) Is compliance with program eligibility for continuation a	assured?		⊠ Yes	☐ No
(b) Have employees' potential for a new or higher level as been evaluated?	ssignment		X Yes	□No
<ul> <li>Do supervisors encourage and ensure participation of employed underrepresented groups in assignments and/or training to furth</li> </ul>	es from	92		
development and enhance competitiveness in promotional exam	ner their minations?		✓ Yes	☐ No
(1) Field and headquarters temporary assignments.			X Yes	☐ No
(2) Specialized training classes.			X Yes	☐ No
(3) Special projects in Area/Division.			X Yes	☐ No
(4) Special duty assignments.			X Yes	☐ No
(5) Advanced Academy training.			X Yes	☐ No
<ul> <li>Does the commander ensure eligible employees are kept appraimobility opportunities?</li> </ul>	ised of upward		X Yes	☐ No
(1) Is the commander aware of the upward mobility interests of	the nonuniformed staff?		⊠ Yes	☐ No
(2) Has the commander shown his/her support for upward mob	ility efforts?		₩ Yes	□No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

5.	RECRI	אדונ	MENT	EVALUATED	ACTION REQUIRED	CORRECTED	
	a. Are recruitment efforts active and ongoing?						☐ No
	(1)	На	s Area contributed to Division's recruitment efforts?			X Yes	☐ No
		(a)	Was staff support provided in the way of female, minori with disabilities role models for recruitment presentation	ty, and persons s?		X Yes	□ No
		(b)	Does the Area contribute resource information such as media contacts?	community and		X Yes	☐ No
	(2)	Doe effo	es the commander stimulate interest in ongoing recruitments among his/her management team?	nt		X Yes	□No
****		(a)	Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting		⊠ Yes	□No
		(b)	How is the Public Affairs Officer utilized to promote the recruitment efforts?	Department's			
			PUBLIC EVENTS, SCHOOL PRESENTA	TIONS RADIO	AND TELEVISI	on,	
-		-			11 - 27 - 27 - 27 - 27 - 27 - 27 - 27 -		
d Ella		(c)	Has the commander developed and maintained liaison vidisabled, and women's organizations in the community?			✓ Yes	□No
		(d)	Has the commander or other managers made recruitme before minority, disabled, and women's organizations?	ent presentations		⊠ Yes	□No
6. E	ILING	JAL	SERVICES PROGRAM	EVALUATED V	ACTION REQUIRED	CORRECTED	
а	. Doe:	s the Tran	Area have bilingual services positions authorized per G sfers Uniformed Employees?	O 10.7, Field and Head	quarters Assignments	X Yes	☐ No
b	. Are l	oiling	gual services positions deployed appropriately?	16		X Yes	☐ No
			oilingual services positions deployed to maximize the effort	ective		✓ Yes	□No
	(2)	Wha	t criteria is used to determine deployment of bilingual se	vices positions?			
	B	الدا	NGUAL POSITIONS ARE DEPLOYE	D BASED ON	DEMOGRAPH	IC NEED	S.
					7		
С.	Does Assig	the Inme	commander review the language survey data as`recomrents and Transfers Uniformed Employees?	nended in GO 10.7, Fie	ld and Headquarters	⊠ Yes	□ No
	(1) A	\re c	opies retained at the Area?	(9)		⊠ Yes	☐ No
d.			quired, have position audits been conducted in accorda ntal policy? พหะฟ	nce with		⊠ Yes	□No
	(1) F	las t nd a	he Unit 5 Memorandum of Understanding been consulte uditing of uniformed positions?	d for payment		⊠ Yes	□No
-						-	

## AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

7. PERS	SONS	WITH DISABILITIES PROGRAM	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
a. D	o mai forts	nt's	⊠ Yes	☐ No		
(1	) Re	easonable Accommodation				
	(a)	Is the commander and his/her management team famili Affirmative Action/Equal Employment Opportunity Plant Disabilities Program?	iar with the provisions o ning Manual, Chapter 6,	f HPM 10.12, Persons with	⊠ Yes	□No
	(b)	Is the commander/team familiar with resource contacts, Department of Rehabilitation, EEOU, Facilities, Telecon Services, and Health and Safety Sections?	, such as the mmunications, Business		⊠Yes	□No
	(c)	Are supervisors aware of the many devices available to of persons with disabilities?	help in employment		⊠ Yes	☐ No
	(d)	Have there been opportunities to provide reasonable ac employees/applicants with disabilities?	ccommodation for		⊠ Yes	☐ No
	,	1 What efforts were made to provide reasonable acco	mmodation?	ONIC KEYBOARD	s for c	LERICAL
(2)	Adv	visory Committee for Persons with Disabilities (ACPD)				
	(a) Are ACPD minutes reviewed by the Area management team?				✓ Yes	☐ No
	(b)	Are ACPD minutes distributed or made available to all e	employees?.		⊠ Yes	☐ No
8. DISCF	RIMIN	ATION	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
		nagers and supervisors responsible for ensuring a favoral mployees, free from discrimination or harassment, includi			✓ Yes	□No
(1)	Fan	niliarity and Support				
	(a)	Is the commander/management team familiar with depa and procedures regarding prohibited discriminatory prac	artmental policies otices?		⊠ Yes	□No
	(b)	Is the commander/management team familiar with depa for handling discrimination or harassment issues or alleg			✓ Yes	□No
	(c)	Is the commander/management team familiar with the roof outside agencies in the resolution of complaints?	oles and responsibilities		⊠ Yes	□No
	(d)	Has training been provided for all employees on discrim sexual harassment?	ination and harassment	, including	⊠ Yes	☐ No
(2)	Wor	k Environment				
		Is the work environment businesslike and does it ensure courteous treatment of all employees and the public?	e fair and		✓ Yes	□No
		Do interpersonal relationships between employees, incluand supervisors, reflect the professionalism expected of			⊠. Yes	□No
		Are notices properly posted in each work area advising and business telephone numbers of EEO Counselors av			X Yes	☐ No
						*

## AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

a. Do managers and supervisors maintain an ongoing endeavor to enhance the Department's efforts to attoock and retain qualified candidates and employees with disabilities?  (1) Reasonable Accormmodation  (a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?  (b) Is the commander/fleam familiar with resource contacts, such as the Department of Perhabilitian, EEOU, Facilities, Telecommunications, Business Services, and visual and Safety Sections?  (c) Are supervisors aware of the many devices available to help in employment of porsons with disabilities?  (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?  1 Whist efforts were made to provide reasonable accommodation for employees/applicants with disabilities?  2 Wes No	7. PER	SONS	S WITH DISABILITIES PROGRAM	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
(a) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?  (b) Is the commander/heam familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?  (c) Are supervisors sware of the many devices available to help in employment of persons with disabilities?  (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?  (2) Advisory Committee for Persons with Disabilities (ACPD)  (a) Are ACPD minutes reviewed by the Area management team?  (b) Are ACPD minutes reviewed by the Area management team?  (b) Are ACPD minutes distributed or made available to all employees?  (c) BUSCRIMINATION  (a) Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?  (a) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (c) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (e) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (e) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (b) I	a. D	o ma fforts	nagers and supervisors maintain an ongoing endeavor to to attract and retain qualified candidates and employees	nt's	⊠ Yes	☐ No	
Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Sissabilities Program?  (b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?  (c) Are supervisors aware of the many devices available to help in employment of persons with disabilities?  (d) Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?  1 What efforts were made to provide reasonable accommodation?  (2) Advisory Committee for Persons with Disabilities (ACPD)  (3) Are ACPD minutes for Persons with Disabilities (ACPD)  (4) Are ACPD minutes distributed or made available to all employees?  8. DISCRIMINATION  (b) Are ACPD minutes distributed or made available to all employees?  8. DISCRIMINATION  (c) Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?  (d) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (e) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (e) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (e) Work Environment  (a) Is the work environment businessike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of	(1	) Re	easonable Accommodation				
Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business  Sives		(a)	Affirmative Action/Equal Employment Opportunity Plans			⊠ Yes	☐ No
of persons with disabilities?   No  (d) Have there been opportunities to provide reasonable accommodation for employees/appticants with disabilities?   No  1 What efforts were made to provide reasonable accommodation?   REGINDATE   NO  2 Advisory Committee for Persons with Disabilities (ACPD)  (a) Are ACPD minutes reviewed by the Area management team?   Yes   No  (b) Are ACPD minutes distributed or made available to all employees?   Yes   No  8. DISCRIMINATION   EVALUATED   ACTION REQUIRED   ARTON REQUIRED    a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?   Yes   No  (1) Familiarity and Support  (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?   Yes   No  (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?   Yes   No  (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?   Yes   No  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?   Yes   No  (2) Work Environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?   Yes   No  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?   No  (c) Are notices properly posted in each work area advising of the names		(b)	Department of Rehabilitation, EEOU, Facilities, Telecor	, such as the nmunications, Business		⊠ Yes	☐ No
employees/applicants with disabilities?    What efforts were made to provide reasonable accommodation?		(c)		help in employment		🛚 Yes	□No
(2) Advisory Committee for Persons with Disabilities (ACPD)  (a) Are ACPD minutes reviewed by the Area management team?		(d)		ccommodation for		⊠ Yes	☐ No
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(b) Are ACPD minutes distributed or made available to all employees?  8. DISCRIMINATION  a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?  (1) Familiarity and Support  (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?  (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (a) Is the work environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names	(2)	) Ad	visory Committee for Persons with Disabilities (ACPD)				
8. DISCRIMINATION  EVALUATED ACTION REQUIRED NO NE  CORRECTED  ACTION REQUIRED NO NE  Yes		(a)	Are ACPD minutes reviewed by the Area management	team?		✓ Yes	☐ No
a. Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?  (1) Familiarity and Support  (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?  (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (a) Is the work environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names		(b)	Are ACPD minutes distributed or made available to all e	employees?		⊠ Yes	☐ No
for all employees, free from discrimination or harassment, including sexual harassment?  (1) Familiarity and Support  (a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?  (b) Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?  (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names	8. DISCF	RIMIN	NATION	EVALUATED		CORRECTED	
(a) Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?						✓ Yes	□No
and procedures regarding prohibited discriminatory practices?    Yes	(1)	Far	miliarity and Support				
for handling discrimination or harassment issues or allegations should they occur?  (c) Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (2) Work Environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names		(a)				⊠ Yes	☐ No
of outside agencies in the resolution of complaints?  (d) Has training been provided for all employees on discrimination and harassment, including sexual harassment?  (2) Work Environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names		(b)	Is the commander/management team familiar with depa for handling discrimination or harassment issues or alleg	rtmental policies and pr gations should they occi	ocedures ur?		☐ No
sexual harassment?  (2) Work Environment  (a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names		(c)		oles and responsibilities		⊠ Yes	☐ No
(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?   (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?   ✓ Yes No  (c) Are notices properly posted in each work area advising of the names		(d)		ination and harassment	, including	✓ Yes	☐ No
courteous treatment of all employees and the public?  (b) Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names	(2)	Wor	rk Environment				
and supervisors, reflect the professionalism expected of the CHP?  (c) Are notices properly posted in each work area advising of the names		(a)		e fair and		⊠ Yes	☐ No
		(b)				✓ Yes	□ No
		(c)				🔀 Yes	□ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Grapevine Insp. Fac.	Central	18
EVALUATED BY		DATE
S. A. Netzer		10/28/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation	☑ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes   ☑ No	BY	S. A. Netzer		10/28/20	800
1. SUPPORT AND AV	VARENESS	EVALUATED X	ACTION REQUIRED	CORRECTE	D
	and supervisors support and implems s Equal Employment Opportunity (EE			✓ Yes	□No
(1) Does the co	mmander support and encourage EE	0?		✓ Yes	□No
(a) Are ma	nagers and supervisors familiar with t	he program?		✓ Yes	□No
	nagers and supervisors familiar with c know where to obtain assistance reg		es, and	✓ Yes	□No
	rs and supervisors familiar with speci Limited Examination and Appointmen			✓ Yes	□No
	ocal EEO programs, are innovation or unce the Department's EEO efforts do			✓ Yes	□No
2. HIRING / PROMOTI	ON	EVALUATED X	ACTION REQUIRED	CORRECTE	0
a. Are hiring/promot	tion practices consistent with EEO ob	jectives and philosophies?		✓ Yes	□No
(1) Do selections emphasis on	s approved by the commander reflect maintaining a diverse workforce?	support of the Department's	11 17 17 17 17 17 17 17 17 17 17 17 17 1	✓ Yes	□No
(2) Do CHP 440,	As document good faith effort toward	soliciting an adequate candidate	e group?	✓ Yes	□No
(a) Were all	three ranks on the certification list ca	invassed?		✓ Yes	□No
(b) Were Jo	b Opportunity Bulletins sent to all sta	te agencies?		☑ Yes	□No
	rea's current nonuniformed staffing p city, and number of disabled employe		te, OA - female, white		
CVIS - 9 wh	ite males, 3 Hispanic male, 2 Black f	èmales			
Custodian - I	Hispanic male				
(a) Is the pro	file balanced based upon relevant la	bor force parity figures?		☐ Yes	☑ No
	gement and supervisory staff aware stained from the Equal Employment C		zation	✓ Yes	□No

### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

3. F	HIRING OPTIONS	EVALUATED X	ACTION REQUIRED	CORRECTED	)
а	<ul> <li>Is the commander and his/her management team familiar with v options available to enhance EEO?</li> </ul>	arious hiring	1	☑ Yes	□No
	(1) Certification list.			✓ Yes	□No
	(2) Lateral transfer between classifications.			✓ Yes	□No
	(3) Training and Development (T&D) Assignment.			✓ Yes	□No
	(4) Temporary Authorization (TAU) Appointment.			✓ Yes	□No
	(5) Temporary downgrade.			✓ Yes	□No
b,	Has the Area exercised hiring options to assist the Department i its EEO goals and objectives?	n meeting	6	✓ Yes	□No
	(1) Were options explored to attract and hire females into nontri- classifications?	aditional		✓ Yes	□No
	(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			☐Yes	☑ No
4. UI	PWARD MOBILITY	EVALUATED X	ACTION REQUIRED	CORRECTED	11
a.	Do supervisors encourage employees to investigate upward mot	pility opportunities?	E senewiji s	✓ Yes	□No
	(1) Are employees informed of the opportunities?		45 11	✓ Yes	□No
	(2) Are T&D/lateral transfer opportunities posted in a prominent or routed among eligible employees?	location,		✓ Yes	□No
	(3) Are employee's Upward Mobility Career Plans reviewed ann of their annual performance evaluation?	ually as part		✓ Yes	□No
	(a) Is compliance with program eligibility for continuation as	sured?		✓ Yes	□No
	(b) Have employees' potential for a new or higher level assi been evaluated?	gnment		✓ Yes	□No
b.	Do supervisors encourage and ensure participation of employees underrepresented groups in assignments and/or training to furthe development and enhance competitiveness in promotional exam	er their		□Yes	□No
	(1) Field and headquarters temporary assignments.			☐ Yes	☑ No
	(2) Specialized training classes.			✓ Yes	□No
	(3) Special projects in Area/Division.			Yes	☑ No
	(4) Special duty assignments.			Yes	☑ No
	(5) Advanced Academy training.	****		☐ Yes	☑ No
	Does the commander ensure eligible employees are kept appraismobility opportunities?	ed of upward		✓ Yes	□No
(	(1) Is the commander aware of the upward mobility interests of the	ne nonuniformed staff?		✓ Yes	□No
(	(2) Has the commander shown his/her support for upward mobili	ty efforts?		✓ Yes	□No

### AREA MANAGEMENT EVALUATION

**EQUAL EMPLOYMENT OPPORTUNITY** 

-						
5. RI	ECRUIT	MENT	EVALUATED X	ACTION REQUIRED	CORRECTE	9
a.	Are re	cruitment efforts active and ongoing?	**************************************		✓ Yes	□No
	(1) H	as Area contributed to Division's recruitment efforts?			✓ Yes	□No
N-0111	(a	<ul> <li>Was staff support provided in the way of female, minority with disabilities role models for recruitment presentations</li> </ul>	y, and persons s?		☐ Yes	☑ No
	(b	) Does the Area contribute resource information such as of media contacts?	community and		Yes	☑ No
	(2) Do	oes the commander stimulate interest in ongoing recruitment forts among his/her management team?	nt	tolins - v	✓ Yes	□No
	(a)	Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting		✓ Yes	□No
	(b)	How is the Public Affairs Officer utilized to promote the D recruitment efforts?	epartment's			(2)
	(c)	Has the commander developed and maintained liaison widisabled, and women's organizations in the community?	ith minority,		☐Yes	☑ No
	(d)	Has the commander or other managers made recruitmer before minority, disabled, and women's organizations?	nt presentations		✓ Yes	□No
6. BILI	NGUAL	SERVICES PROGRAM	EVALUATED K	ACTION REQUIRED	CORRECTED	
a. [ a	Does the and Tran	e Area have bilingual services positions authorized per GO nsfers Uniformed Employees?	10.7, Field and Headq	uarters Assignments	Yes	□No
b. A	re bilin	gual services positions deployed appropriately?			Yes	□No
(1	l) Are use	bilingual services positions deployed to maximize the effect of bilingual skills?	ctive		☐ Yes	□No
(2	?) Wha	t criteria is used to determine deployment of bilingual serv	ices positions?			
c. Do	oes the ssignme	commander review the language survey data as recomments and Transfers Uniformed Employees?	ended in GO 10.7, Field	l and Headquarters	Yes	□No
(1)	Are c	opies retained at the Area?			☐ Yes	□No
d. If/\ de	when re partmei	quired, have position audits been conducted in accordance ntal policy?	e with		☑ Yes	□No
(1)	Has tl and a	ne Unit 5 Memorandum of Understanding been consulted uditing of uniformed positions?	for payment		☐ Yes	□No

#### AREA MANAGEMENT EVALUATION

### **EQUAL EMPLOYMENT OPPORTUNITY**

		The state of the s				
7. PE	RSON	IS WITH DISABILITIES PROGRAM	EVALUATED X	ACTION REO	UIRED CORRECTE	D.
		anagers and supervisors maintain an ongoing endea s to attract and retain qualified candidates and emplo		artment's	✓ Yes	□No
(	(1) F	easonable Accommodation				
	(6	<ul> <li>Is the commander and his/her management team Affirmative Action/Equal Employment Opportunity Disabilities Program?</li> </ul>	n familiar with the provis y Planning Manual, Cha	ions of HPM 10.12 oter 6, Persons wi	th ☑ Yes	□No
	(t	<ul> <li>Is the commander/team familiar with resource co Department of Rehabilitation, EEOU, Facilities, T Services, and Health and Safety Sections?</li> </ul>	ntacts, such as the elecommunications, Bu	siness	☑ Yes	□No
	(c	Are supervisors aware of the many devices availage of persons with disabilities?	able to help in employm	ent	√ Yes	□No
	(d	Have there been opportunities to provide reasonal employees/applicants with disabilities?	able accommodation for		☐Yes	☑ No
		1 What efforts were made to provide reasonable	accommodation?		2002	
(2	2) Ād	lvisory Committee for Persons with Disabilities (ACF	PD)			
	(a)	Are ACPD minutes reviewed by the Area manage	ement team?	11-11-2	Yes	□ No
	(b)	Are ACPD minutes distributed or made available	to all employees?		☐ Yes	□ No
B. DISC	RIMI	NATION	EVALUATED X	ACTION REQU	HRED CORRECTE	D
		nagers and supervisors responsible for ensuring a mployees, free from discrimination or harassment, i			✓ Yes	□ No
(1	) Fa	miliarity and Support				
	(a)	Is the commander/management team familiar with and procedures regarding prohibited discriminator	n departmental policies ry practices?		✓ Yes	□No
	(b)	Is the commander/management team familiar with for handling discrimination or harassment issues of			✓ Yes	□No
	(c)	Is the commander/management team familiar with of outside agencies in the resolution of complaints	the roles and responsi	pilities	✓ Yes	□No
	(d)	Has training been provided for all employees on d sexual harassment?	iscrimination and haras	sment, including	✓ Yes	□No
(2)	Wo	rk Environment				
	(a)	Is the work environment businesslike and does it courteous treatment of all employees and the public		ę)	√ Yes	□No
	(b)	Do interpersonal relationships between employees and supervisors, reflect the professionalism expec			✓ Yes	□No
	(c)	Are notices properly posted in each work area adv and business telephone numbers of EEO Counsel		nce?	☑ Yes	□No

### Memorandum

Date:

October 10, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No:

426.10857

Subject:

AREA MANAGEMENT EVALUATION- CHP 453T- EQUAL EMPLOYMENT

OPPORTUNITY- INFORMAL EVALUATION

Attached is an Equal Employment Opportunity Informal Evaluation, per HPG 22.1, conducted by Officer Maria Pagano #16364, of the Buttonwillow Area. No follow-up correction report is required. Contact me at (661) 764-5580, should you have any questions.

D.L. GREEN, Lieutenant

Area Commander

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EQUAL EMPLOYMENT OPPORTUNITY

AREA	DIVISION	NUMBER
426	CENTRAL	
EVALUATED BY	A STATE OF THE STA	DATE
MARIA PAG	ANO, OFFICER	10-06-08

CHP 453T (Rev. 6-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be	completed in ben o	pendi, and the Supplement of	III DC HANGWIRLOTT II G	0011001		
TYPE OF EVALUATI	(=7)		SUSPENSE DATE			
Formal E		rmal Evaluation	COMMANDER'S REVIEW		DATE	
FOLLOW-UP REQUI	RED	Correction Report				
☐ Yes	☑ No	ВУ	My Deen	-	10.6.	UD
			EVALUATED	ACTION REQUIRED	CORRECTED	
1. SUPPORT	AND AWARENESS		YES	NO		
a. Do all m the Dep	nanagers and superv artment's Equal Emp	isors support and implement the ob doyment Opportunity (EEO) Progra	ojectives to m?		✓ Yes	□No
(1) Doe	es the commander su	ipport and encourage EEO?			☑ Yes	□ No
(a)	Are managers and s	supervisors familiar with the progra	m?		✓ Yes	☐ No
(b)	Are managers and s do they know where	supervisors familiar with ongoing El to obtain assistance regarding EE	EO goals and objective O programs?	s, and	☑ Yes	□ No
(2) Are such	managers and super as the Limited Exan	visors familiar with special employr nination and Appointment Program	ment programs (LEAP)?			☐ No
(3) Reg Area	arding local EEO pro to enhance the Dep	grams, are innovation or notable at artment's EEO efforts documented	ttempts by the ?		☑ Yes	□ No
2. HIRING/PR	OMOTION		YES	NO REQUIRED	CORRECTED	
a. Are hiring	p/promotion practices	consistent with EEO objectives ar	nd philosophies?		☑ Yes	☐ No
(1) Do s empl	elections approved b nasis on maintaining	y the commander reflect support o a diverse workforce?	f the Department's		✓ Yes	☐ No
(2) Do C	HP 440As document	t good faith effort toward soliciting a	an adequate candidate	group?	☑ Yes	☐ No
(a)	Were all three ranks	on the certification list canvassed?		- 1	☑ Yes	□ No
(b) \	Nere Job Opportunit	y Bulletins sent to all state agencie	s?		☑ Yes	☐ No
		nonuniformed staffing profile by claber of disabled employees?	lassification,			
OFFI	CE ASSISTANT SU	PERVISOR- FEMALE, WHITE				
OFFI	CE ASSISTANT- FI	EMALE, WHITE				
NOD	ISABLED EMPLOY	YEES.				
	Alle exellent				w20	
(a) Is	the profile balanced	based upon relevant labor force p	arity figures?		Yes	☑ No
(b) A	re management and an be obtained from t	supervisory staff aware that workfo he Equal Employment Opportunity	orce analysis and utilizate Unit (EEOU)?	ation	☑ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

3. HIRING OPTIONS	YES	ACTION REQUIRED NO	CORRECTED				
<ul> <li>a. Is the commander and his/her management team familiar wire options available to enhance EEO?</li> </ul>	a. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?						
(1) Certification list.		0	☑ Yes	☐ No			
(2) Lateral transfer between classifications.			☑ Yes	☐ No			
(3) Training and Development (T&D) Assignment.		181	☑ Yes	☐ No			
(4) Temporary Authorization (TAU) Appointment.			☑ Yes	☐ No			
(5) Temporary downgrade.			✓ Yes	☐ No			
b. Has the Area exercised hiring options to assist the Department its EEO goals and objectives?	nt in meeting		☑ Yes	☐ No			
(1) Were options explored to attract and hire females into no classifications?	ontraditional		☑ Yes	□ No			
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?	•		√ Yes	□ No			
4. UPWARD MOBILITY	YES	ACTION REQUIRED NO	CORRECTED				
a. Do supervisors encourage employees to investigate upward m	nobility opportunities	?	✓ Yes	☐ No			
(1) Are employees informed of the opportunities?			☑ Yes	□No			
(2) Are T&D/lateral transfer opportunities posted in a promine or routed among eligible employees?	ent location,		☑ Yes	☐ No			
(3) Are employee's Upward Mobility Career Plans reviewed ar of their annual performance evaluation?	nnually as part		☑ Yes	□ No			
(a) Is compliance with program eligibility for continuation	assured?			☐ No			
(b) Have employees' potential for a new or higher level as been evaluated?	ssignmenl		√ Yes	□ No			
<ul> <li>b. Do supervisors encourage and ensure participation of employe underrepresented groups in assignments and/or training to furth</li> </ul>							
development and enhance competitiveness in promotional example.			✓ Yes	☐ No			
(1) Field and headquarters temporary assignments.			☑ Yes	☐ No			
(2) Specialized training classes.			✓ Yes	☐ No			
(3) Special projects in Area/Division.			☑ Yes	☐ No			
(4) Special duly assignments.			✓ Yes	□No			
(5) Advanced Academy training.			☑ Yes	☐ No			
c. Does the commander ensure eligible employees are kept appraimobility opportunities?	ised of upward		☑ Yes	□No			
(1) Is the commander aware of the upward mobility interests of	the nonuniformed s	taff?	☑ Yes	No			
(2) Has the commander shown his/her support for upward mobile	ility efforts?		☑ Yes	□No			

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

=	5. RECRUI	rment	EVALUATED YES	ACTION REQUIRED	CORRECTED	
	a. Are re	ecruitment efforts active and ongoing?	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		☑ Yes	☐ No
-	(1) H	las Area contributed to Division's recruitment efforts?			☑ Yes	☐ No
2	(6	Was staff support provided in the way of female, minori with disabilities role models for recruitment presentation			☑ Yes	☐ No
_	(k	<ul> <li>Does the Area contribute resource information such as media contacts?</li> </ul>	community and		☑ Yes	☐ No
	٠,,	oes the commander stimulate interest in ongoing recruitme forts among his/her management team?	enl		☑ Yes	□No
_	(a	) Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting		☑ Yes	☐ No
	(b	How is the Public Affairs Officer utilized to promote the I recruitment efforts? PAO SPEAKS TO PROSPE	Department's CT RECRUITS WHO	COME INTO OUR O	FFICE. PAO	ALSO
		PROVIDES SAFETY MEETINGS TO THE PUBLIC	THROUGHOUT THE	COUNTY AND WITH	IIN OUR	
		JURISDICTION. HE ATTENDS LOCAL HIGH SCHO	OOLS AND SPEAKS T	O STUDENTS ABOU	JT CARRER	S IN LAW
		ENFORCEMENT. PAO ALSO SPEAKS TO THE ME	MBERS OF THE KER	N COUNCIL OF GOV	VERMENT.	
	(c)	Has the commander developed and maintained liaison w disabled, and women's organizations in the community?	vith minority,		☑ Yes	☐ No
	(d)	Has the commander or other managers made recruitme before minority, disabled, and women's organizations?	nt presentations		✓ Yes	□ No
6.	BILINGUAL	CEDVICES DROCDAM		ACTION REQUIRED NO	CORRECTED	
		e Area have bilingual services positions authorized per GC nsfers Uniformed Employees?	0 10.7, Field and Headc	juarters Assignments	☑ Yes	☐ No
	b. Are bilin	gual services positions deployed appropriately?			☑ Yes	☐ No
		bilingual services positions deployed to maximize the effe of bilingual skills?	ctive		☑ Yes	□ No
	(2) Wha	at criteria is used to determine deployment of bilingual sen	vices positions?	USUALLY THERE I	S ONLY ON	E
	BIL	INGUAL OFFICER WORKING A GIVEN SHIFT. CON	TACTS WITH THE P	UBLIC HAVE SHOW	VN A BALAN	NCED
	NEF	ED FOR BILINGUAL OFFICERS THROUGHOUT THE	AREA			
_						
C		commander review the language survey data as recomments and Transfers Uniformed Employees?	ended in GO 10.7, Field	I and Headquarters	☑ Yes	☐ No
	(1) Are o	copies retained at the Area?		(*)	☑ Yes	□ No
d		equired, have position audits been conducted in accordance ntal policy?	ce with		☑ Yes	□No
		he Unit 5 Memorandum of Understanding been consulted uditing of uniformed positions?	for payment		☑ Yes	□ No
-						

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

		EVALUATED	ACTION REQUIRED	CORRECTED	
7. PERSON	PERSONS WITH DISABILITIES PROGRAM  YES  NO				
a. Do ma efforts	anagers and supervisors maintain an ongoing endeavor to to attract and retain qualified candidates and employees	enhance the Departme with disabilities?	nt's	✓ Yes	☐ No
(1) R	easonable Accommodation				
(a	) Is the commander and his/her management team famil Affirmative Action/Equal Employment Opportunity Plant Disabilities Program?	iar with the provisions o ning Manual, Chapter 6,	f HPM 10.12, Persons with		☐ No
(b	) Is the commander/team familiar with resource contacts, Department of Rehabilitation, EEOU, Facilities, Telecon Services, and Health and Safety Sections?			☑ Yes	□ No
(c)	Are supervisors aware of the many devices available to of persons with disabilities?	help in employment		☑ Yes	□No
(d)	Have there been opportunities to provide reasonable ac employees/applicants with disabilities?	commodation for		☑ Yes	□ No
	1 What efforts were made to provide reasonable accor	mmodation?	man was		
		_4,			
(2) Adv	visory Committee for Persons with Disabilities (ACPD)	200			~~~
(a)	Are ACPD minutes reviewed by the Area management to	eam?		✓ Yes	☐ No
(b)	Are ACPD minutes distributed or made available to all er	mployees?		☑ Yes	☐ No
B. DISCRIMIN	ATION		ACTION REQUIRED NO	CORRECTED	
a. Are man for all en	agers and supervisors responsible for ensuring a favorab	le working atmosphere g sexual harassment?		☑ Yes	☐ No
(1) Fam	niliarily and Support				
	Is the commander/management team familiar with depart and procedures regarding prohibited discriminatory practi			☑ Yes	□ No
(b)	Is the commander/management team familiar with depart for handling discrimination or harassment issues or allega	tmental policies and pro ations should they occu	cedures r?	∀es	□ No
	Is the commander/management team familiar with the role of outside agencies in the resolution of complaints?	es and responsibilities		☑ Yes	□No
	Has training been provided for all employees on discrimin sexual harassment?	ation and harassment,	including	☑ Yes	□ No
(2) Work	Environment				
	s the work environment businesslike and does it ensure factorities are sourteous treatment of all employees and the public?	air and		☑ Yes	□No
	Do interpersonal relationships between employees, including supervisors, reflect the professionalism expected of the			☑ Yes	□No
(c) A	are notices properly posted in each work area advising of nd business telephone numbers of EEO Counselors avail	the names lable for assistance?		☑ Yes	☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T ⟨Rev.	6-06)	OPI	009
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AREA	DIVISION	NUMBER
Fort Tejon	Central	430
EVALUATED BY		DATE
C. Whitty		02/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

( <del></del>					-
	nformal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes V No	Correction Report	COMMANDER'S REVIEW	Jan LT	DATE 2-26	-08
1. SUPPORT AND AWARENE	BYSS	EVALUATED 2/25/2008	ACTION REQUIRED	CORRECTED	
	ervisors support and implement imployment Opportunity (EEO) l	the objectives to		☑ Yes	□ No
(1) Does the commande	r support and encourage EEO?		- CIO - MACHINA	☑ Yes	□No
(a) Are managers a	nd supervisors familiar with the	program?	1211	✓ Yes	□ No
	nd supervisors familiar with ong ere to obtain assistance regard		ves, and	☑ Yes	□ No
	pervisors familiar with special e xamination and Appointment Pr			☑ Yes	□No
	programs, are innovation or not Department's EEO efforts docun			☐Yes	☑ No
2. HIRING / PROMOTION		2/25/2008	ACTION REQUIRED	CORRECTED	
a. Are hiring/promotion practi	ces consistent with EEO object	ives and philosophies?		☑ Yes	☐ No
	d by the commander reflect sup ng a diverse workforce?	oport of the Department's		☑ Yes	□ No
(2) Do CHP 440As docum	ent good faith effort toward soli	iciting an adequate candida	te group?	☑ Yes	□ No
(a) Were all three ran	ks on the certification list canva	assed?		☑ Yes	□ No
(b) Were Job Opportu	inity Bulletins sent to all state a	gencies?		☑ Yes	☐ No
	ent nonuniformed staffing profil number of disabled employees?				16
One African American	male Auto Tech.				
One white male Mainte	enance Worker,				
One white female OSS	1.		***************************************		
One Hispanic female C	office Assistant.				
No disabled employees					
(a) Is the profile balan	ced based upon relevant labor	force parity figures?		☑ Yes	☐ No
	nd supervisory staff aware that m the Equal Employment Oppo		lization	☑ Yes	□ No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

3. H	IIRING OPTIONS  EVALUATED ACTION REQUIRED NO	CORRECTED	
а	. Is the commander and his/her management team familiar with various hiring options available to enhance EEO?	☑ Yes	□ No
	(1) Certification list.	☑ Yes	☐ No
	(2) Lateral transfer between classifications.	☑ Yes	□No
	(3) Training and Development (T&D) Assignment.	√ Yes	☐ No
	(4) Temporary Authorization (TAU) Appointment.	☑ Yes	☐ No
	(5) Temporary downgrade.	☑ Yes	☐ No
b.	Has the Area exercised hiring options to assist the Department in meeting its EEO goals and objectives?	☑ Yes	☐ No
	(1) Were options explored to attract and hire females into nontraditional classifications?	√ Yes	☐ No
	(2) Were bilingual certification lists used in an attempt to hire bilingual employees?	☐ Yes	☑ No
4. UF	PWARD MOBILITY EVALUATED ACTION REQUIRED No	CORRECTED	
a.	Do supervisors encourage employees to investigate upward mobility opportunities?	☑ Yes	□ No
	(1) Are employees informed of the opportunities?	☑ Yes	☐ No
	(2) Are T&D/lateral transfer opportunities posted in a prominent location, or routed among eligible employees?	☑ Yes	☐ No
	(3) Are employee's Upward Mobility Career Plans reviewed annually as part of their annual performance evaluation?	☑ Yes	☐ No
	(a) Is compliance with program eligibility for continuation assured?	✓ Yes	☐ No
	(b) Have employees' potential for a new or higher level assignment been evaluated?	√ Yes	□No
	Do supervisors encourage and ensure participation of employees from		
	underrepresented groups in assignments and/or training to further their development and enhance competitiveness in promotional examinations?	✓ Yes	☐ No
(	1) Field and headquarters temporary assignments.	√ Yes	□No
(	2) Specialized training classes.	✓ Yes	□ No
(	3) Special projects in Area/Division.	✓ Yes	☐ No
(	4) Special duty assignments.	✓ Yes	☐ No
(	5) Advanced Academy training.	√ Yes	☐ No
	loes the commander ensure eligible employees are kept appraised of upward nobility opportunities?	☑ Yes	☐ No
('	) Is the commander aware of the upward mobility interests of the nonuniformed staff?	☑ Yes	☐ No
(2	Has the commander shown his/her support for upward mobility efforts?	☑ Yes	□No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

5.	RECRUITMENT EVALUATED ACTION REQUIRED NO	CORRECTED	
-	a. Are recruitment efforts active and ongoing?	☑ Yes	□ No
	(1) Has Area contributed to Division's recruitment efforts?	☑ Yes	☐ No
	(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?	☑ Yes	☐ No
	(b) Does the Area contribute resource information such as community and media contacts?	☑ Yes	☐ No
	(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?	☑ Yes	□ No
	(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?	☑ Yes	□ No
	(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?  The PAO is involved in local career fairs, safety fairs, and other local even	nts where he p	presents
	recruitment information. The PAO focuses on under represented groups during his presentations.		
	(c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?	☑ Yes	□ No
	(d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?	Yes	☑ No
6. B	BILINGUAL SERVICES PROGRAM  EVALUATED 2/25/2008  NO	CORRECTED	
а	Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?	√ Yes	□ No
b.	Are bilingual services positions deployed appropriately?	☑ Yes	☐ No
	(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?	☑ Yes	□No
	(2) What criteria is used to determine deployment of bilingual services positions? The Area has three c	ertified biling	ual officers
	all assigned to road patrol duties. Two special duty officers and one of our clerical staff are also bilingual	, but they are	not state
	certified. This current staffing allows for bilingual personnel to be available at both the office during busin	ness hours and	on the road
	the majority of the time.		
c.	Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?	☑ Yes	☐ No
	(1) Are copies retained at the Area?	☑ Yes	□ No
d.	If/when required, have position audits been conducted in accordance with departmental policy?	☑ Yes	□ No
	(1) Has the Unit 5 Memorandum of Understanding been consulted for payment and auditing of uniformed positions?	☑ Yes	□No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

7. PERSC	ONS WITH DISABILITIES PROGRAM	2/25/2008	ACTION REQUIRED No	CORRECTED	
	managers and supervisors maintain an ongoing endeavor to rts to attract and retain qualified candidates and employees		rtment's	√ Yes	□No
(1)	Reasonable Accommodation		11.00	*)	
	(a) Is the commander and his/her management team famili Affirmative Action/Equal Employment Opportunity Planr Disabilities Program?			☑ Yes	□ No
	(b) Is the commander/team familiar with resource contacts, Department of Rehabilitation, EEOU, Facilities, Telecon Services, and Health and Safety Sections?		ness	√ Yes	☐ No
	(c) Are supervisors aware of the many devices available to of persons with disabilities?	help in employmer	nt	☑ Yes	□ No
(	(d) Have there been opportunities to provide reasonable ac employees/applicants with disabilities?	commodation for		☐ Yes	☑ No
	1 What efforts were made to provide reasonable accor	nmodation?			
(2) A	dvisory Committee for Persons with Disabilities (ACPD)				
(;	a) Are ACPD minutes reviewed by the Area management to	eam?		☑ Yes	☐ No
(l	b) Are ACPD minutes distributed or made available to all er		F 3.55	☑ Yes	☐ No
. DISCRIM	INIATION	EVALUATED 2/25/2008	No No	CORRECTED	
	anagers and supervisors responsible for ensuring a favorab employees, free from discrimination or harassment, includin			✓ Yes	☐ No
(1) Fa	amiliarity and Support				
(а	) Is the commander/management team familiar with depar and procedures regarding prohibited discriminatory pract			☑ Yes	□No
(b	Is the commander/management team familiar with depart for handling discrimination or harassment issues or allega			☑ Yes	□No
(c)	Is the commander/management team familiar with the rol of outside agencies in the resolution of complaints?	es and responsibili	ties	☑ Yes	□ No
(d)	Has training been provided for all employees on discrimin sexual harassment?	nation and harassm	ent, including	☑ Yes	□No
(2) Wo	ork Environment				
(a)	Is the work environment businesslike and does it ensure to courteous treatment of all employees and the public?	fair and		☑ Yes	□ No
(b)	Do interpersonal relationships between employees, included and supervisors, reflect the professionalism expected of the		(0)	☑ Yes	□No
(c)	Are notices properly posted in each work area advising of and business telephone numbers of EEO Counselors ava		e?	☑ Yes	□ No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

	1
CENTRAL	
- Hinne	DATE
	CENTRAL 2 #10045

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

A /	SUSPENSE DATE		
Formal Evaluation All Informal Evaluation			
FOLLOW-UP REQUIRED Correction Report  Yes No BY	Dong Tendry LT.	2/19	9/08
A STATE OF THE STA	VALUATED 2/19/08, ACTION REQUIRED NONES	CORRECTED	A
a. Do all managers and supervisors support and implement the object the Department's Equal Employment Opportunity (EEO) Program?			□No
(1) Does the commander support and encourage EEO?		Yes	☐ No
(a) Are managers and supervisors familiar with the program?		X Yes	☐ No
(b) Are managers and supervisors familiar with ongoing EEC do they know where to obtain assistance regarding EEO			□No
(2) Are managers and supervisors familiar with special employme such as the Limited Examination and Appointment Program (L		⊠ Yes	□No
(3) Regarding local EEO programs, are innovation or notable atte Area to enhance the Department's EEO efforts documented?	mpts by the N/A	☐ Yes	□No
2. HIRING / PROMOTION	VALUATED 2/19/08 ACTION REQUIRED NONE	CORRECTED	9
a. Are hiring/promotion practices consistent with EEO objectives and		✓ Yes	☐ No
(1) Do selections approved by the commander reflect support of the emphasis on maintaining a diverse workforce?	he Department's HIRES IN OVER	Dem 50 Yes	□ No
(2) Do CHP 440As document good faith effort toward soliciting an		Yes	☐ No
(a) Were all three ranks on the certification list canvassed?	NA	Yes	□No
(b) Were Job Opportunity Bulletins sent to all state agencies?	N/A	☐ Yes	□No
(3) What is the Area's current nonuniformed staffing profile by clasgender, ethnicity, and number of disabled employees?	ssification,		
OSS I - FEMALE, CAUCASI	FAN, NON-DISABLED		
	-AN, NON-DISABLED	- insert series of	
ATI - MALE, HISPAN	IIC NON-DISABLED		
	2		
(a) Is the profile balanced based upon relevant labor force pa	rity figures? (LIMITED)	Yes	☐ No
(b) Are management and supervisory staff aware that workfor can be obtained from the Equal Employment Opportunity l	•	⊠ Yes	□No

## AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

====					
3. HI	IRING OPTIONS	EVALUATED 2/19/08	ACTION REQUIRED WONE	CORRECTED	/A
a.	Is the commander and his/her management team familiar with va options available to enhance EEO?	arious hiring		X Yes	☐ No
)	(1) Certification list.			✓ Yes	☐ No
	(2) Lateral transfer between classifications.	3000		⊠ Yes	☐ No
	(3) Training and Development (T&D) Assignment.			⊠ Yes	☐ No
	(4) Temporary Authorization (TAU) Appointment.			⊠ Yes	□No
-	(5) Temporary downgrade.			⊠ Yes	☐ No
b.	Has the Area exercised hiring options to assist the Department in its EEO goals and objectives?	meeting		⊠ Yes	□No
	(1) Were options explored to attract and hire females into nontra classifications?	aditional		☐ Yes	⊠No
	(2) Were bilingual certification lists used in an attempt to hire bilingual employees?	,		☐ Yes	⊠ No
4. UP	WARD MOBILITY	EVALUATED 2/19/08)	ACTION REQUIRED  NONE	CORRECTED /	1
a.	Do supervisors encourage employees to investigate upward mob	ility opportunities?		⊠ Yes	☐ No
	(1) Are employees informed of the opportunities?			☑ Yes	☐ No
	(2) Are T&D/lateral transfer opportunities posted in a prominent l or routed among eligible employees?	ocation,		⊠ Yes	□No
	(3) Are employee's Upward Mobility Career Plans reviewed annu of their annual performance evaluation?	ually as part		Ø Yes	□No
	(a) Is compliance with program eligibility for continuation as	sured? N/A		Yes	☐ No
	(b) Have employees' potential for a new or higher level assignment been evaluated?	gnment <i>N/A</i>	INTERESTE	Yes	□ No
l	Do supervisors encourage and ensure participation of employees underrepresented groups in assignments and/or training to further development and enhance competitiveness in promotional examir	r their		<b>⊠</b> Yes	□No
(	1) Field and headquarters temporary assignments. WHE	N STAFFING	LEVELS ALLOW	Yes	☐ No
(	2) Specialized training classes.			🛛 Yes	☐ No
(:	3) Special projects in Area/Division.			X Yes	☐ No
(4	4) Special duty assignments.			⊠ Yes	☐ No
(	5) Advanced Academy training.			⊠Yes	☐ No
	Ooes the commander ensure eligible employees are kept appraise nobility opportunities?	ed of upward		ĭX Yes	☐ No
(1	1) Is the commander aware of the upward mobility interests of th	e nonuniformed staff?		Yes	☐ No
(2	2) Has the commander shown his/her support for upward mobilit	y efforts?		Yes	☐ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

5.	RECRUIT	MENT EVALUATED 2/19/08 ACTION REQUIRED NONE	CORRECTED A	A
	a. Are re	cruitment efforts active and ongoing?	X Yes	☐ No
	(1) H	as Area contributed to Division's recruitment efforts?	X Yes	☐ No
	(8	) Was staff support provided in the way of female, minority, and persons BLACK HISTOK with disabilities role models for recruitment presentations?	Y Mon Yes	No
922	(b	Does the Area contribute resource information such as community and media contacts?	⊠ Yes	□No
	(2) De ef	pes the commander stimulate interest in ongoing recruitment forts among his/her management team?	Yes	□No
	(а	Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?	⊠ Yes	□ No
	(b)	How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?		
		FREQUENT USE OF PAO FOR RECRUSTMENT EVE	2075	
-				
	(c)	Has the commander developed and maintained liaison with minority, Judy Horn, Long Fordisabled, and women's organizations in the community?	X. Yes	NO NO
	(d)	Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?	⊠ Yes	□No
6.	BILINGUA	SERVICES PROGRAM  EVALUATED 2/19/08 ACTION REQUIRED  NONE	CORRECTED N//	1
		e Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments nsfers Uniformed Employees?	Yes	№ No
	b. Are bilir	gual services positions deployed appropriately?  AI/A	Yes	□No
	(1) Are use	bilingual services positions deployed to maximize the effective of bilingual skills? $\mathcal{N}/\mathcal{A}$	☐ Yes	□No
	(2) Wh	at criteria is used to determine deployment of bilingual services positions?		
	k	NIA		
c		commander review the language survey data as recommended in GO 10.7, Field and Headquarters ents and Transfers Uniformed Employees?	🔀 Yes	☐ No
	(1) Are	copies retained at the Area?	Yes	DX(No
d		equired, have position audits been conducted in accordance with antal policy?	☐ Yes	□No
	(1) Has	the Unit 5 Memorandum of Understanding been consulted for payment auditing of uniformed positions?	☐ Yes	□No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

0111	(	, , ,		
7. PER	SON	S WITH DISABILITIES PROGRAM  EVALUATED 2/19/08 ACTION REQUIRED NONE.	CORRECTED A	A
		anagers and supervisors maintain an ongoing endeavor to enhance the Department's to attract and retain qualified candidates and employees with disabilities?	💢 Yes	☐ No
(	1) R	easonable Accommodation		
	(a	) Is the commander and his/her management team familiar with the provisions of HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 6, Persons with Disabilities Program?	Yes	□No
	(b	) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?	<b>∑</b> Yes	□ No
	(c)	Are supervisors aware of the many devices available to help in employment of persons with disabilities?	∭ Yes	☐ No
	(d)	Have there been opportunities to provide reasonable accommodation for employees/applicants with disabilities?	Yes	<b>⊠</b> No
		1 What efforts were made to provide reasonable accommodation?		
(2	) Ad	visory Committee for Persons with Disabilities (ACPD)		
	(a)	Are ACPD minutes reviewed by the Area management team?	Yes	☐ No
	(b)	Are ACPD minutes distributed or made available to all employees?	Yes	☐ No
8. DISC	RIMIN	IATION EVALUATED 119/08 ACTION REQUIRED NONE	CORRECTED	g
		nagers and supervisors responsible for ensuring a favorable working atmosphere mployees, free from discrimination or harassment, including sexual harassment?	Yes	☐ No
(1)	Far	niliarity and Support		
	(a)	Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?	Yes	□ No
	(b)	Is the commander/management team familiar with departmental policies and procedures for handling discrimination or harassment issues or allegations should they occur?	Yes	□ No
103	(c)	Is the commander/management team familiar with the roles and responsibilities of outside agencies in the resolution of complaints?	⊠ Yes	☐ No
	(d)	Has training been provided for all employees on discrimination and harassment, including sexual harassment?  REGUAR TRAINING SIVEN	Yes	□ No
(2)	Wor	k Environment .		
		Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?	Yes	□No
7612		Do interpersonal relationships between employees, including managers and supervisors, reflect the professionalism expected of the CHP?	∑ Yes	☐ No
410		Are notices properly posted in each work area advising of the names and business telephone numbers of EEO Counselors available for assistance?	Yes	□ No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

		465.00
AREA	DIVISION	NUMBER
Mariposa	Central	455
EVALUATED BY		DATE
B. Duncan		09/06/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	EVALUATION Info	ormal Evaluation	SUSPENSE DATE 09/30/2008	I.— — — — —				
	UP REQUIRED	Correction Report	COMMANDER'S REVIEW	$\Lambda \Omega$	DATE			
Ye	s 🛛 No	BY	D. J. Price	an Kai	09/08/2008			
1. SUF	PPORT AND AWARENESS	•//	09/06/2008	ACTION REQUIRED	CORRECTED			
		visors support and implement ployment Opportunity (EEO) F	the objectives to		☑ Yes	□ No		
(	Does the commander s	upport and encourage EEO?			☑ Yes	□ No		
	(a) Are managers and	supervisors familiar with the p	program?		☑ Yes	□ No		
		supervisors familiar with ongo e to obtain assistance regardi		s, and	☑ Yes	□ No		
(2		ervisors familiar with special er mination and Appointment Pro			☑ Yes	□ No		
(3		ograms, are innovation or not partment's EEO efforts docum			☑ Yes	□ No		
2. HIR!I	NG / PROMOTION		09/06/2008	ACTION REQUIRED	CORRECTED			
a. A	re hiring/promotion practice	es consistent with EEO objecti	ves and philosophies?		☑ Yes	☐ No		
(1	Do selections approved emphasis on maintaining	by the commander reflect sup g a diverse workforce?	pport of the Department's		☑ Yes	□ No		
(2	Do CHP 440As docume	nt good faith effort toward soli	citing an adequate candidate	group?	☑ Yes	☐ No		
	(a) Were all three ranks	s on the certification list canva	ssed?		☑ Yes	□No		
	(b) Were Job Opportun	ity Bulletins sent to all state a	gencies?		☑ Yes	□ No		
(3		nt nonuniformed staffing profil mber of disabled employees?						
	2 Females & 2 Males							
	4 Caucasians							
	1 Disabled (Hearing Imp	paired)						
		A CONTRACTOR OF THE PROPERTY O						
	(a) Is the profile balance	ed based upon relevant labor	force parity figures?		☑ Yes	□ No		
		d supervisory staff aware than the Equal Employment Opp		zation	☑ Yes	□ No		
		PROGRAMMENT HERE AND ADDRESS OF THE PERSON O	4 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			THE RESERVE OF THE PARTY OF THE		

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

	F 4331 (Nev. 0-00) OF1 009				
3. F	HIRING OPTIONS	09/06/2008	ACTION REQUIRED	CORRECTED	
а	a. Is the commander and his/her management team familiar with voptions available to enhance EEO?	various hiring		☑ Yes	□No
0000000	(1) Certification list.			☑ Yes	☐ No
	(2) Lateral transfer between classifications.			√ Yes	☐ No
	(3) Training and Development (T&D) Assignment.			☑ Yes	□ No
	(4) Temporary Authorization (TAU) Appointment.				□ No
	(5) Temporary downgrade.			☑ Yes	□ No
b.	<ul> <li>Has the Area exercised hiring options to assist the Department its EEO goals and objectives?</li> </ul>	in meeting		☑ Yes	□ No
	(1) Were options explored to attract and hire females into nonti- classifications?	raditional		☑ Yes	□ No
	(2) Were bilingual certification lists used in an attempt to hire bilingual employees?	300		☑ Yes	□ No
. UF	IPWARD MOBILITY	09/06/2008	ACTION REQUIRED	CORRECTED	
a.	. Do supervisors encourage employees to investigate upward mo	bility opportunities?		☑ Yes	☐ No
	(1) Are employees informed of the opportunities?			☑ Yes	□ No
	(2) Are T&D/lateral transfer opportunities posted in a prominent or routed among eligible employees?	t location,		☑ Yes	□ No
	(3) Are employee's Upward Mobility Career Plans reviewed and of their annual performance evaluation?	nually as part		☑ Yes	□ No
	(a) Is compliance with program eligibility for continuation a	ssured?		☑ Yes	☐ No
	(b) Have employees' potential for a new or higher level ass been evaluated?	signment		☑ Yes	□ No
	Do supervisors encourage and ensure participation of employee underrepresented groups in assignments and/or training to furth development and enhance competitiveness in promotional exam	er their		☑ Yes	□ No
	(1) Field and headquarters temporary assignments.			√ Yes	☐ No
	(2) Specialized training classes.			☑ Yes	□ No
	(3) Special projects in Area/Division.			☑ Yes	□ No
	(4) Special duty assignments.			√ Yes	☐ No
DUFF.	(5) Advanced Academy training.			☑ Yes	□ No
	Does the commander ensure eligible employees are kept apprais mobility opportunities?	sed of upward		☑ Yes	.□ No
	(1) Is the commander aware of the upward mobility interests of	the nonuniformed staff?		☑ Yes	No

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY CHP 453T (Rev. 6-06) OPI 009

5. RECRUITMENT		EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED	The control of the co			
240	a. Are recruitment efforts active and ongoing?						☑ Yes	□ No
		(1)	Ha	s Area contributed to Division's recruitment efforts?			☑ Yes	□ No
-	**********		(a)	Was staff support provided in the way of female, minori with disabilities role models for recruitment presentation		1-	☑ Yes	□ No
		(	(b)	Does the Area contribute resource information such as media contacts?	community and		☑ Yes	□ No
	-314			es the commander stimulate interest in ongoing recruitments among his/her management team?	ent		☑ Yes	□ No
		(	a)	Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting		☑ Yes	□No
, T. L.		(	b)	How is the Public Affairs Officer utilized to promote the recruitment efforts?	Department's			
				The PAO Officer(s) are very active in county functions	, handing out application	ons regularly. The latest	event was th	ie Mariposa
				County Fair on Labor Day weekend.				
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
		(0		Has the commander developed and maintained liaison vidisabled, and women's organizations in the community?			☑ Yes	□ No
		(c		Has the commander or other managers made recruitme before minority, disabled, and women's organizations?	ent presentations		☑ Yes	□No
6.	BIL	INGU	٩L	SERVICES PROGRAM	EVALUATED 09/06/2008	ACTION REQUIRED	CORRECTED	1111
				Area have bilingual services positions authorized per G sfers Uniformed Employees?	O 10.7, Field and Head	quarters Assignments	Yes	☑ No
11000	b	Are bil	ing	ual services positions deployed appropriately?			☑ Yes	☐ No
	(			oilingual services positions deployed to maximize the effort of bilingual skills?	ective		☑ Yes	□ No
	(	(2) W	hat	criteria is used to determine deployment of bilingual se	rvices positions?	Officer A. Arredondo	, CHP #1130	2, is fluent
		bi	ling	gual (English & Spanish) and is assigned as the PAO at	ıd is available during n	ormal business hours fo	r interpretati	on.
		Se	rge	ant B. Duncan is limited bilingual (English & Spanish)	and works relief shifts			8
			-711					
(				commander review the language survey data as recomments and Transfers Uniformed Employees?	mended in GO 10.7, Fie	eld and Headquarters	☑ Yes	□ No
	(	1) Are	3 C(	opies retained at the Area?			☑ Yes	□No
C				quired, have position audits been conducted in accordantal policy?	nce with		☑ Yes	□No
	(			ne Unit 5 Memorandum of Understanding been consulte uditing of uniformed positions?	ed for payment	it.	☑ Yes	☐ No
9011180			-					

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

7	DER	SON	S WITH DISABILITIES PROGRAM	EVALUATED		ACTION REQUIRED	CORRECTED	
			anagers and supervisors maintain an ongoing endeavor to	09/06/2008		J		
	a. C	√ Yes	□ No					
	(1	) R	easonable Accommodation					
		(a	) Is the commander and his/her management team fami Affirmative Action/Equal Employment Opportunity Plan Disabilities Program?				☑ Yes	☐ No
	(b) Is the commander/team familiar with resource contacts, such as the Department of Rehabilitation, EEOU, Facilities, Telecommunications, Business Services, and Health and Safety Sections?							□ No
		(c)	Are supervisors aware of the many devices available to of persons with disabilities?	o help in employm	ent	20.00111070000	☑ Yes	□No
		(d)	Have there been opportunities to provide reasonable a employees/applicants with disabilities?	ccommodation for	ľ		√ Yes	□ No
			1 What efforts were made to provide reasonable acco	ommodation?	TD	Y phone for hearing	g impaired emplo	yee.
	(2)	Ad	visory Committee for Persons with Disabilities (ACPD)					
		(a)	Are ACPD minutes reviewed by the Area management	team?			☑ Yes	☐ No
(b) Are ACPD minutes distributed or made available to all employees?						☑ Yes	□ No	
B. C	DISCF	RIMIN	ATION	09/06/2008		ACTION REQUIRED	CORRECTED	
а			nagers and supervisors responsible for ensuring a favoramployees, free from discrimination or harassment, includ				☑ Yes	□ No
	(1)	Far	niliarity and Support					
		(a)	Is the commander/management team familiar with depart and procedures regarding prohibited discriminatory pra				☑ Yes	☐ No
		(b)	Is the commander/management team familiar with departure for handling discrimination or harassment issues or alle				☑ Yes	☐ No
		(c)	Is the commander/management team familiar with the rof outside agencies in the resolution of complaints?	oles and respons	ibilities		☑ Yes	□ No
		(d)	Has training been provided for all employees on discrin sexual harassment?	nination and haras	ssmen	t, including	☑ Yes	□ No
	(2)	Wor	k Environment					
		(a)	Is the work environment businesslike and does it ensur courteous treatment of all employees and the public?	e fair and	× 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	94494 C.	☑ Yes	☐ No
			Do interpersonal relationships between employees, including and supervisors, reflect the professionalism expected of				☑ Yes	☐ No
	11-20-21		Are notices properly posted in each work area advising and business telephone numbers of EEO Counselors a		ance?		☑ Yes	□ No
			i. (2					F 6

STATE OF CALIFORNIA	$\angle$	<i>f</i> -
DEPARTMENT OF CALIFORNIA HIGHWAY P.	ATRO	L:

AREA MANAGEMENT EVALUATION

# EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

AREA LOS BANCS 461	DIVISION CENTRAL 40,	NUMBER CHAPTER
SET, K.R.	SMITH	10/25/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION			SHODENGE DATE	dooned.			
☐ Formal Evaluation	Informal Evaluat	ion	SUSPENSE DATE				
FOLLOW-UP REQUIRED	COMMANDER'S REVIEW	08					
	Correction	оп керот	COMMANDER & REVIEW	,	DATE		
☐ Yes ☑ No	ву		THEA.		io	20/08	
<ol> <li>SUPPORT AND AWARE</li> </ol>	NESS		EVALUATED	ACTION REQUIRED	CORRECTED	)	
- D II			10/29/08				
Do all managers and the Department's Equ	supervisors support al Employment Opp	and implement the ob ortunity (EEO) Progra	ojectives to m?		Yes	□ No	
(1) Does the comman	nder support and en	courage EEO?	TR.		L Yes	□ No	
(a) Are manager	s and supervisors fa	amiliar with the progra	m?		Yes	□ No	
(b) Are manager do they know	s and supervisors fa where to obtain ass	miliar with ongoing Et sistance regarding EE	EO goals and objectiv O programs?	es, and	L Yes	☐ No	
such as the Limite	d Examination and A	r with special employr Appointment Program	(LEAP)?		₽ Yes	☐ No	
(3) Regarding local El Area to enhance th	EO programs, are in ne Department's EE	novation or notable at D efforts documented?	tempts by the ?		Yes	☐ No	
2. HIRING / PROMOTION			EVALUATED 10/29/08	ACTION REQUIRED	CORRECTED		
a. Are hiring/promotion pra	actices consistent w	ith EEO objectives an	d philosophies?		Yes	☐ No	
	oved by the commar	nder reflect support of			Yes		
(2) Do CHP 440As doc	ument good faith ef	ort toward soliciting a	n adequate candidate	group?	Yes	☐ No	
(a) Were all three	ranks on the certifica	ation list canvassed?			Ves	☐ No	
(b) Were Job Oppo	ortunity Bulletins ser	it to all state agencies	?		[] Yes	☐ No	
(3) What is the Area's c gender, ethnicity, an	urrent nonuniformed d number of disable	I staffing profile by cla d employees?	ssification,		Transit I		
1- 055	Σ	FEMALE	CAVCASio	i N			
1- O.A.		FE MALE	CAU LA SI	O N	1 = PISABL	-EP	
1- AUTO		MALE	HIS PAN	16		10.300.00	
1- JANI	TOR	FEMALE	HIS PAX	VIC	9 <del>7-111 - 11-1111 - 11-11</del>		
(a) le the profile ball	and have been						
		elevant labor force par			□ Yes	□ No	
(b) Are managemen can be obtained	t and supervisory sta from the Equal Empl	aff aware that workford oyment Opportunity U	ce analysis and utiliza Init (EEOU)?	ation	Yes	[] No	
			The state of the s	71117777			

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

3. HIRING OPTIONS	EVALUATED 10/29/08	ACTION REQUIRED	CORRECTED	D
<ul> <li>a. Is the commander and his/her management team familiar with options available to enhance EEO?</li> </ul>	Yes	∏ No		
(1) Certification list.	Yes	□ No		
(2) Lateral transfer between classifications.			Yes	☐ No
(3) Training and Development (T&D) Assignment.	· · · · · · · · · · · · · · · · · · ·		PYes	☐ No
(4) Temporary Authorization (TAU) Appointment.	, ,	***************************************	PYes	☐ No
(5) Temporary downgrade.			Yes	☐ No
b. Has the Area exercised hiring options to assist the Departmen its EEO goals and objectives?	t in meeting		☐ Yes	☐ No
(1) Were options explored to attract and hire females into non classifications?	traditional	31	L Yes	□ No
(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			☐ Yes	□ No
4. UPWARD MOBILITY	EVALUATED 10/21/08	ACTION REQUIRED	CORRECTED	
a. Do supervisors encourage employees to investigate upward mo	obility opportunities?		Yes	☐ No
(1) Are employees informed of the opportunities?			PYes	□ No
(2) Are T&D/lateral transfer opportunities posted in a prominen or routed among eligible employees?	t location,		₽ Yes	□ No
(3) Are employee's Upward Mobility Career Plans reviewed and of their annual performance evaluation?	nually as part		PYes	☐ No
(a) Is compliance with program eligibility for continuation a	ssured?		Yes	☐ No
(b) Have employees' potential for a new or higher level ass been evaluated?	signment	The second section is a second section of the second section of the second section is a second section of the second section of the second section is a second section of the sect	Yes	□No
<ul> <li>Do supervisors encourage and ensure participation of employee underrepresented groups in assignments and/or training to furthe development and enhance competitiveness in promotional exam</li> </ul>	er their		₽ Yes	□No
(1) Field and headquarters temporary assignments.			Yes	□ No
(2) Specialized training classes.			Yes	□ No
(3) Special projects in Area/Division.		The Committee of the Co	Yes	□ No
(4) Special duty assignments.			PYes	□ No
(5) Advanced Academy training.			Yes	☐ No
c. Does the commander ensure eligible employees are kept apprais mobility opportunities?	ed of upward	2000 E-2000 HRA (4.52	Yes	□ No
(1) Is the commander aware of the upward mobility interests of the	ne nonuniformed staff?		FYes	No
(2) Has the commander shown his/her support for upward mobili	ly efforts?	1000	PYes	□ No

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

5. ——	5. RECRUITMENT		10/24/08	ACTION REQUIRED	CORRECTE	D
( <del>***)</del>	a. Are recr	ruitment efforts active and ongoing?			PYes	☐ No
7 <del>8000</del> 10001	(1) Has	s Area contributed to Division's recruitment efforts?			<b>B</b> Yes	☐ No
	(a)	Was staff support provided in the way of female minorit with disabilities role models for recruitment presentation	ly, and persons s?		[] Yes	☐ No
	(b) Does the Area contribute resource information such as community and media contacts?					☐ No
-	(2) Doe: effor	s the commander stimulate interest in ongoing recruitments among his/her management team?	nt		Pyes	☐ No
	(a)	Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	☐ Yes	□ No
	(d)	How is the Public Affairs Officer utilized to promote the Drecruitment efforts?	epartment's		77	
		OUR PUBLIC AFFAIRS OFFICER	ACTIVELY.	RECRUITS .	0157818	U72 5
		PAMPLETS AND FLYERS, OUR	AREA HAS			
		IN REGARD TO RECAUTING	÷.		•	
	(c) F	has the commander developed and maintained liaison wit lisabled, and women's organizations in the community?	th minority,		☐ Yes	□ No
	(d) H	las the commander or other managers made recruitment efore minority, disabled, and women's organizations?	t presentations		Yes	☐ No
6. BIL	INGUAL S	ERVICES PROGRAM	ALUATED A	CTION REQUIRED	CORRECTED	
а.	Does the A	Area have bilingual services positions authorized per GO fers Uniformed Employees?	10.7, Field and Headqu	uarters Assignments	Yes	☐ No
b.	Are bilingua	al services positions deployed appropriately?			Yes	□ No
	(1) Are bili use of	ingual services positions deployed to maximize the effect bilingual skills?	tive		Yes	☐ No
	(2) What c	riteria is used to determine deployment of bilingual servic	ces positions?		v <del>11-1</del>	
•••						
			**************************************			
c. [	Does the con Assignments	mmander review the language survey data as recommen s and Transfers Uniformed Employees?	nded in GO 10.7, Field	and Headquarters	Yes	□ No
(	1) Are cop	ies retained at the Area? 57AFFIXG LEVE		0N-CIUE	TYes	□No
d. It	/when requi	ired, have position audits been conducted in accordance I policy?	with		Yes	□No
(*	i) Has the and audi	Unit 5 Memorandum of Understanding been consulted fo iting of uniformed positions?	or payment		Yes	□No
0.460						

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

7. PERS	SONS	S WITH DISABILITIES PROGRAM	EVALUATED 10/24/08	ACTION REQUIRED	CORRECT	ED
a. Do	o ma forts	nagers and supervisors maintain an ongoing endeavor t to allract and retain qualified candidates and employees	to enhance the Departm s with disabilities?	nent's	Yes	No
(1)	) Re	easonable Accommodation				
	(a)	Is the commander and his/her management team fam Affirmative Action/Equal Employment Opportunity Plar Disabilities Program?	iliar with the provisions nning Manual, Chapter	of HPM 10.12, 6, Persons with	[4Yes	□ No
·	(b)	Is the commander/leam familiar with resource contacts Department of Rehabilitation, EEOU, Facilities, Teleco Services, and Health and Safety Sections?	s, such as the mmunications, Busines	s	Yes	□ No
	(c)	Are supervisors aware of the many devices available to of persons with disabilities?	o help in employment		[] Yes	□ No
	(d)	Have there been opportunities to provide reasonable a employees/applicants with disabilities?	ccommodation for		☐ Yes	I No
		1 What efforts were made to provide reasonable acco	mmodation?			
(2)	ئىلەر ۸				770.000.000	
		sory Committee for Persons with Disabilities (ACPD)				
Tell Week Division in the Control of		Are ACPD minutes reviewed by the Area management t		MATERIAL CONTRACTOR STATE	Yes	□ No
	(b)	Are ACPD minutes distributed or made available to all e	West Committee of the C		☐ Yes	□ No
B. DISCRIM	MINA	TION	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Are r for al	mana II emj	gers and supervisors responsible for ensuring a favorab ployees, free from discrimination or harassment, includin	ole working atmosphereing sexual harassment?	10-10-10-10-10-21	₽ Yes	☐ No
(1) F	<sup>≂</sup> amil	iarity and Support				***************************************
(	a) I. a	s the commander/management team familiar with depart and procedures regarding prohibited discriminatory pract	tmental policies ices?		Q Yes	□No
	b) ls fo	s the commander/management team familiar with depart or handling discrimination or harassment issues or allega	imental policies and pro ations should they occu	ocedures r?	L Yes	□No
((	0) Is 01	the commander/management team familiar with the role foutside agencies in the resolution of complaints?	es and responsibilities		☐ Yes	□No
(c	d) H se	as training been provided for all employees on discrimin exual harassment?	ation and harassment,	including	Yes	□ No
(2) W	/ork [	Environment				
(a	) Is co	the work environment businesslike and does it ensure fourteous treatment of all employees and the public?	air and		U Yes	[] No
(b)	an	o interpersonal relationships between employees, including discourse, reflect the professionalism expected of the professional	e CHP?		[Yes	□ No
(c)	Are an	e notices properly posted in each work area advising of t d business telephone numbers of EEO Counselors avail	the names able for assistance?		GYes .	□ No
					7-10-10-10-10-10-10-10-10-10-10-10-10-10-	

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

CHP 453T (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Modesto	Central	465
EVALUATED BY		DATE
Larry Burlingame		11/26/2008

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this orm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ndividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This orm can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUATION SUSPENSE DATE  ☐ Formal Evaluation ☐ Informal Evaluation					
DLLOW-UP REQUIRED Correction Report COMMANDER'S REVIEW	DATE				
✓ Yes □ No BY	12.20	08			
SUPPORT AND AWARENESS EVALUATED X	CORRECTED				
a. Do all managers and supervisors support and implement the objectives to the Department's Equal Employment Opportunity (EEO) Program?	☑ Yes	☐ No			
(1) Does the commander support and encourage EEO?	☑ Yes	☐ No			
(a) Are managers and supervisors familiar with the program?	☑ Yes	☐ No			
(b) Are managers and supervisors familiar with ongoing EEO goals and objectives, and do they know where to obtain assistance regarding EEO programs?	☑ Yes	□No			
(2) Are managers and supervisors familiar with special employment programs such as the Limited Examination and Appointment Program (LEAP)?	☑ Yes	☐ No			
(3) Regarding local EEO programs, are innovation or notable attempts by the Area to enhance the Department's EEO efforts documented?	☑ Yes	□No			
HIRING / PROMOTION EVALUATED ACTION REQUIRED	CORRECTED				
a. Are hiring/promotion practices consistent with EEO objectives and philosophies?	☑ Yes	☐ No			
(1) Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?	☑ Yes	□ No			
(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group?	☑ Yes	☐ No			
(a) Were all three ranks on the certification list canvassed?	☑ Yes	☐ No			
(b) Were Job Opportunity Bulletins sent to all state agencies?	☑ Yes	☐ No			
(3) What is the Area's current nonuniformed staffing profile by classification, gender, ethnicity, and number of disabled employees? 1 - OSSI/ WF, 2 - OA/HF, 3 - OF/WF,					
1 - AT II/WM					
(a) Is the profile balanced based upon relevant labor force parity figures?	✓ Yes	☐ No			
(b) Are management and supervisory staff aware that workforce analysis and utilization can be obtained from the Equal Employment Opportunity Unit (EEOU)?	☑ Yes	☐ No			

## AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

3. HIRING OPTIONS	EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Is the commander and his/her management team fail options available to enhance EEO?			✓ Yes	☐ No	
(1) Certification list.	— Hartenstone		√ Yes	□ No	
(2) Lateral transfer between classifications.		TRANSPORT	✓ Yes	□No	
(3) Training and Development (T&D) Assignment.	(3) Training and Development (T&D) Assignment.				
(4) Temporary Authorization (TAU) Appointment.			☑ Yes	☐ No	
(5) Temporary downgrade.			☑ Yes	☐ No	
<ul> <li>b. Has the Area exercised hiring options to assist the Ditter its EEO goals and objectives?</li> </ul>	epartment in meeting		☐ Yes	☑ No	
(1) Were options explored to attract and hire female classifications?	s into nontraditional		☐ Yes	☑ No	
(2) Were bilingual certification lists used in an attem bilingual employees?	ot to hire		☐ Yes	☑ No	
UPWARD MOBILITY	EVALUATED X	ACTION REQUIRED	CORRECTED		
a. Do supervisors encourage employees to investigate u	pward mobility opportunities?		✓ Yes	☐ No	
(1) Are employees informed of the opportunities?			√ Yes	☐ No	
(2) Are T&D/lateral transfer opportunities posted in a or routed among eligible employees?	prominent location,		✓ Yes	☐ No	
(3) Are employee's Upward Mobility Career Plans rev	riewed annually as part		✓ Yes	☐ No	
(a) Is compliance with program eligibility for conf	inuation assured?		✓ Yes	☐ No	
(b) Have employees' potential for a new or highe been evaluated?	er level assignment		Yes	☑ No	
<ul> <li>Do supervisors encourage and ensure participation of underrepresented groups in assignments and/or training development and enhance competitiveness in promoti</li> </ul>	ng to further their		✓ Yes	□ No	
(1) Field and headquarters temporary assignments.			√ Yes	☐ No	
(2) Specialized training classes.			√ Yes	☐ No	
(3) Special projects in Area/Division.	(Interpretation   1111		☑ Yes	☐ No	
(4) Special duty assignments			√ Yes	☐ No	
(5) Advanced Academy training.			√ Yes	☐ No	
c. Does the commander ensure eligible employees are ke mobility opportunities?	ept appraised of upward			□No	
(1) Is the commander aware of the upward mobility int	erests of the nonuniformed staf	f?	√ Yes	☐ No	
(2) Has the commander shown his/her support for upv	vard mobility efforts?		√ Yes	□ No	
	A Residence of the second				

### AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

5.	RECRUI	TMENT	EVALUATED X	ACTION REQUIRED	CORRECTED	
1000	a. Are r	ecruitment efforts active and ongoing?		<u></u>	√ Yes	☐ No
	(1) H	las Area contributed to Division's recruitment efforts?		√ Yes	☐ No	
	(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?					□No
	(	Does the Area contribute resource information such as media contacts?	community and		☑ Yes	☐ No
		(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?				☐ No
523911	(8	a) Are Area managers and supervisors actively involved in the Department's recruitment efforts?	promoting		☑ Yes	☐ No
	(b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?  Attend local fairs and career fairs at High Schools, Junior Colleges, and S					University
		e on advisory board for	Modesto Pub	olic School		
		nd show CD for recruit	ment at events	s and at		
	office.					
	(c)	Has the commander developed and maintained liaison v disabled, and women's organizations in the community?			Yes	☑ No
	(d <u>)</u>	Has the commander or other managers made recruitme before minority, disabled, and women's organizations?	nt presentations		Yes	☑ No
В	LINGUA	L SERVICES PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED	
a.		ne Area have bilingual services positions authorized per Go ansfers Uniformed Employees?	O 10.7, Field and Head	quarters Assignments	√ Yes	□ No
b.	Are bili	ngual services positions deployed appropriately?			☑ Yes	☐ No
		e bilingual services positions deployed to maximize the effect of bilingual skills?	ective			☐ No
	(2) What criteria is used to determine deployment of bilingual services positions? Based on the needs of					the area
	anc	the language surveys.				
c.		e commander review the language survey data as recomments and Transfers Uniformed Employees?	ended in GO 10.7, Fiel	d and Headquarters	√ Yes	☐ No
	(1) Are	copies retained at the Area?			√ Yes	□ No
d.		required, have position audits been conducted in accordanental policy?	ce with	)	Yes	☑ No
		the Unit 5 Memorandum of Understanding been consulted auditing of uniformed positions?	for payment		☑ Yes	□No
			The state of the s	THE RESERVE OF THE PERSON OF T		

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

. PERSON	IS WITH DISABILITIES PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED		
	anagers and supervisors maintain an ongoing endeavor	to enhance the Depart	artment's			
	s to attract and retain qualified candidates and employees			☑ Yes	☐ No	
(1) F	Reasonable Accommodation					
(	a) Is the commander and his/her management team fam Affirmative Action/Equal Employment Opportunity Pla Disabilities Program?			✓ Yes	☐ No	
(1)	<ul> <li>Is the commander/team familiar with resource contact Department of Rehabilitation, EEOU, Facilities, Telecon Services, and Health and Safety Sections?</li> </ul>		iness	☑ Yes	□ No	
(0	c) Are supervisors aware of the many devices available of persons with disabilities?	to help in employme	ent	☑ Yes	☐ No	
(0	) Have there been opportunities to provide reasonable a employees/applicants with disabilities?	accommodation for		Yes	☑ No	
	1 What efforts were made to provide reasonable acc	ommodation?		-		
(2) Ac	dvisory Committee for Persons with Disabilities (ACPD)					
(a)	Are ACPD minutes reviewed by the Area management team?				☐ No	
(b)	Are ACPD minutes distributed or made available to all	employees?		✓ Yes	☐ No	
DISCRIMI	DISCRIMINATION EVALUATED ACTION REQUIRED					
	nagers and supervisors responsible for ensuring a favoremployees, free from discrimination or harassment, include				☐ No	
(1) Fa	miliarity and Support					
(a)	Is the commander/management team familiar with departmental policies and procedures regarding prohibited discriminatory practices?			☑ Yes	□ No	
(b)	Is the commander/management team familiar with deposit for handling discrimination or harassment issues or alle			√ Yes	□ No	
(c)	Is the commander/management team familiar with the of outside agencies in the resolution of complaints?	roles and responsib	ilities	☑ Yes	☐ No	
(d)	Has training been provided for all employees on discrin sexual harassment?	nination and harass	ment, including	☑ Yes	□ No	
(2) Wo	rk Environment					
(a)	Is the work environment businesslike and does it ensur courteous treatment of all employees and the public?	e fair and		☑ Yes	☐ No	
(b)	Do interpersonal relationships between employees, including and supervisors, reflect the professionalism expected of			☑ Yes	□No	
(c)	Are notices properly posted in each work area advising and business telephone numbers of EEO Counselors at		ice?	Yes	☑ No	
	7					

### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

BJECT: Equal Employment Oppor	DATE:	11/26/200	
SECTIONS	COMMENTS		
Hiring Options, b.	'Certification list' is the only option used at this time.		
Bilingual services Program, d.	Not required at this time.		
Discrimination (2)(c)	EEO Counselors business phone numbers only found in the lunch room.		
11			
			<del></del>
	,		
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#### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

AREA	Halviston	Pagnatia F
Visalia	Central	
E 7 A AP LE TO		DATE
Sergeant J. R. Alamz		10-27-2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

torm can be completed in perior pendil, and the Supplement ca	iii be nandwillen ii desired.		
TYPE OF EVALUATION  Formal Evaluation  Informal Evaluation	SUSPENSE DATI		
FCCLEOW-UP REQUIREF Correction Report	COMBANDER'S REVIEW	DATE	
☐ Yes ☑ No	Stoth Tulln	10.	30 08.
1. SUPPORT AND AWARENESS	Sergeant Akaniz	CORRECTE	D
<ul> <li>Do all managers and supervisors support and implement the obj the Department's Equal Employment Opportunity (EEO) Program</li> </ul>		✓ Yes	□No
(1) Does the commander support and encourage EEO?		✓ Yes	□No
(a) Are managers and supervisors familiar with the program	n?	✓ Yes	□No
(b) Are managers and supervisors familiar with ongoing EE do they know where to obtain assistance regarding EEC		✓ Yes	□No
(2) Are managers and supervisors familiar with special employn such as the Limited Examination and Appointment Program		Yes	☑ No
(3) Regarding local EEO programs, are innovation or notable at Area to enhance the Department's EEO efforts documented'		☐ Yes	☑ No
2. HIRING / PROMOTION	Sergeant Alaniz	CORRECTED	
a. Are hiring/promotion practices consistent with EEO objectives an	nd philosophies?	✓ Yes	□No
(1) Do selections approved by the commander reflect support of emphasis on maintaining a diverse workforce?	f the Department's	✓ Yes	□No
(2) Do CHP 440As document good faith effort toward soliciting a	an adequate candidate group?	Yes	☑ No
(a) Were all three ranks on the certification list canvassed?		Yes	☑ No
(b) Were Job Opportunity Bulletins sent to all state agencies	s?	Yes	□No
(3) What is the Area's current nonuniformed staffing profile by cl gender, ethnicity, and number of disabled employees?	lassification, The nonuniformed staffing is comprised of c	lerical and	automotive
personnel. The eferical staff is comprised of five Caucasian	r females and the automotive technician is a Hi	spanic male	There are
no disabled employees.			· · · · · · · · · · · · · · · · · · ·
(a) Is the profile balanced based upon relevant labor force p	parity figures?	✓ Yes	□ No
(b) Are management and supervisory staff aware that workf can be obtained from the Equal Employment Opportunity			□No

#### AREA MANAGEMENT EVALUATION

## EQUAL EMPLOYMENT OPPORTUNITY

3.	HIRI	NG OPTIONS	ACTION REQUIRED	CORRECTED	7	
	a. Is	the commander and his/her management team familiar with vaptions available to enhance EEO?	arious hiring		✓ Yes	□No
	(1	) Certification list,			✓ Yes	□No
	(2	) Lateral transfer between classifications.			✓ Yes	□ No
	(3	) Training and Development (T&D) Assignment.			✓ Yes	□No
	(4	) Temporary Authorization (TAU) Appointment.			✓ Yes	□No
	(5	) Temporary downgrade.			✓ Yes	□No
		as the Area exercised hiring options to assist the Department in s EEO goals and objectives?	n meeting			□No
	(1	) Were options explored to attract and hire females into nontra classifications?	aditional		√ Yes	□No
	(2	Were bilingual certification lists used in an attempt to hire bilingual employees?			☐ Yes	☑ No
4.	JPW	ARD MOBILITY	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	)
í	a. Do	supervisors encourage employees to investigate upward mob	oility opportunities?		✓ Yes	☐ No
	(1)	Are employees informed of the opportunities?			✓ Yes	□No
	(2)	Are T&D/lateral transfer opportunities posted in a prominent or routed among eligible employees?	location,		✓ Yes	□No
	(3)	Are employee's Upward Mobility Career Plans reviewed ann of their annual performance evaluation?	ually as part		✓ Yes	□No
		(a) Is compliance with program eligibility for continuation as	sured?		Yes	□No
		(b) Have employees' potential for a new or higher level assi beén evaluated?	gnment		✓ Yes	□No
t	un	supervisors encourage and ensure participation of employees derrepresented groups in assignments and/or training to furthe velopment and enhance competitiveness in promotional exam	er their		✓ Yes	□No
	(1)	Field and headquarters temporary assignments.			Yes	□No
	(2)	Specialized training classes.			Yes	□No
	(3)	Special projects in Area/Division.			Yes	□No
	(4)	Special duty assignments.				□No
	(5)	Advanced Academy training.			☑ Yes	□No
С		es the commander ensure eligible employees are kept apprais bility opportunities?	ed of upward		✓Yes	□No
	(1)	Is the commander aware of the upward mobility interests of t	he nonuniformed staff?	)	✓ Yes	□No
	(2)	Has the commander shown his/her support for upward mobil	ity efforts?		✓ Yes	□No
-		The state of the s				44-44-

#### AREA MANAGEMENT EVALUATION

## EQUAL EMPLOYMENT OPPORTUNITY

5.	RECR	UITN	MENT	Sergeant Alamz	ACTION REQUIRED	CORRECTED	
	a. Ar	e rec	ruitment efforts active and ongoing?		to a minus	✓ Yes	□No
	(1)	Ha	s Area contributed to Division's recruitment efforts?			☑ Yes	□No
		(a)	Was staff support provided in the way of female, minorit with disabilities role models for recruitment presentation			✓ Yes	□No
		(b)	Does the Area contribute resource information such as media contacts?	community and		Yes	□No
	(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?					√ Yes	□No
7	(a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?				✓ Yes	□No	
		(b)	nany schools, commun	ty organiza	ations, and		
		public interest groups. The PAO attends many scheduled events that are held by these organizations.					
		the PAO provides job information and actively recruits individuals who represent our diverse commun					
	-10						
		(c)	Has the commander developed and maintained liaison v disabled, and women's organizations in the community?			✓ Yes	□No
		(d)	Has the commander or other managers made recruitme before minority, disabled, and women's organizations?	ent presentations		✓ Yes	□No
6. E	BILING	BUAL	SERVICES PROGRAM	EVALUATED Sergeant Alaniz	ACTION REQUIRED	CORRECTED	
а			e Area have bilingual services positions authorized per G nsfers Uniformed Employees?	O 10.7, Field and Heado	uarters Assignments	✓ Yes	□No
b	. Are	bilin	gual services positions deployed appropriately?			✓ Yes	□No
	(1)		bilingual services positions deployed to maximize the effort of bilingual skills?	ective		✓ Yes	□No
	(2)	Wha	at criteria is used to determine deployment of bilingual se	rvices positions? As in	dicated in GO 10.7. Are	ea is curret	ntly allouted 8
		field	d and 1 office bilingual positions. Area currently has 9 t	iniformed bilingual post	tions. One of the office	rs is assigi	ned to Special
		Dui	y to provide bilingual support. Area does not have a bili	ingual in the office posit	ion		
C.			e commander review the language survey data as recomments and Transfers Uniformed Employees?	mended in GO 10.7, Fiel	d and Headquarters	√ Yes	□No
	(1)	Are	copies retained at the Area?			✓ Yes	□No
d.			equired, have position audits been conducted in accorda ental policy?	nce with		√ Yes	□No
	(1)	Has and	the Unit 5 Memorandum of Understanding been consulted auditing of uniformed positions?	ed for payment		√ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### EQUAL EMPLOYMENT OPPORTUNITY

7. PER	7. PERSONS WITH DISABILITIES PROGRAM  EVALUATED ACTION REQUIRED Sergeant Alamz					
		anagers and supervisors maintain an ongoing endeavor to to attract and retain qualified candidates and employees	enhance the Departme	nt's	✓ Yes	□No
(1	) R	easonable Accommodation				
	(а	) Is the commander and his/her management team famil Affirmative Action/Equal Employment Opportunity Plant Disabilities Program?			√ Yes	□No
	(b)	Is the commander/team familiar with resource contacts, Department of Rehabilitation, EEOU, Facilities, Telecor Services, and Health and Safety Sections?			✓ Yes	□No
	(c)	Are supervisors aware of the many devices available to of persons with disabilities?	help in employment			□No
	(d)		☐ Yes	☑ No		
				(14)7. <b>20</b> (L-3000-1)		
(2)	Ad					
	(a) Are ACPD minutes reviewed by the Area management team?					□ No
	(b)	Are ACPD minutes distributed or made available to all e	mployees?		✓ Yes	□No
8. DISCF	41MIS	NATION	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	,
		nagers and supervisors responsible for ensuring a favoral mployees, free from discrimination or harassment, including			✓ Yes	□No
(1)	Far	niliarity and Support				
	(a)	Is the commander/management team familiar with depa and procedures regarding prohibited discriminatory prac			✓ Yes	□No
	(b)	Is the commander/management team familiar with depa for handling discrimination or harassment issues or alleg			✓ Yes	□No
	(c)	Is the commander/management team familiar with the roof outside agencies in the resolution of complaints?	oles and responsibilities		✓ Yes	□No
	(d)	Has training been provided for all employees on discrimi sexual harassment?	nation and harassment	including	√ Yes	□No
(2)	Woı	rk Environment			100	
	(a)	Is the work environment businesslike and does it ensure courteous treatment of all employees and the public?	fair and		✓ Yes	□No
	(b)	Do interpersonal relationships between employees, incluand supervisors, reflect the professionalism expected of			✓ Yes	□No
	(c)	Are notices properly posted in each work area advising c and business telephone numbers of EEO Counselors av			✓ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

CHP 453T (Rev. 6-06) OPI 009

ARE A	DIVISION	NUMBER
481/Porterville	Central	
EVALUATED BY		DATE
Sgt. Russel Cox		08/17/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in pen or pencil, and the Supplement car	n be handwritten if des	sirea.						
TYPE OF EVALUATION  Formal Evaluation  Informal Evaluation	SUSPENSE DATE							
FOLLOW-UP REQUIRED  Yes No  BY	COMMANDER'S REVIEW	wy-	DATE 8/	r/rec				
1. SUPPORT AND AWARENESS	Yes Yes	No Regulified	N/A	أنف				
<ul> <li>a. Do all managers and supervisors support and implement the objethe Department's Equal Employment Opportunity (EEO) Program</li> </ul>			✓ Yes	□No				
(1) Does the commander support and encourage EEO?			✓ Yes	□No				
(a) Are managers and supervisors familiar with the program	1?		✓Yes	□No				
(b) Are managers and supervisors familiar with ongoing EE do they know where to obtain assistance regarding EEC		and	✓ Yes	□No				
(2) Are managers and supervisors familiar with special employn such as the Limited Examination and Appointment Program			✓ Yes	□No				
(3) Regarding local EEO programs, are innovation or notable at Area to enhance the Department's EEO efforts documented?			✓ Yes	□No				
2. HIRING / PROMOTION	Yes Yes	NO REQUIRED	CORRECTED N/A					
a. Are hiring/promotion practices consistent with EEO objectives an	Are hiring/promotion practices consistent with EEO objectives and philosophies?							
(1) Do selections approved by the commander reflect support of emphasis on maintaining a diverse workforce?	Do selections approved by the commander reflect support of the Department's emphasis on maintaining a diverse workforce?							
(2) Do CHP 440As document good faith effort toward soliciting a	(2) Do CHP 440As document good faith effort toward soliciting an adequate candidate group?							
(a) Were all three ranks on the certification list canvassed?			☐ Yes	□ No				
(b) Were Job Opportunity Bulletins sent to all state agencies	s?		Yes	□No				
(3) What is the Area's current nonuniformed staffing profile by cl gender, ethnicity, and number of disabled employees?	assification,							
The Porterville Area currently has two non-uniformed fema	le employees one of wh	ich is of Hispanic decer	nt, working	as the arca's				
OAH and OSSI and one male Auto Tech II. We do not have	e any disabled employe	es employed by the area	ì					
(a) Is the profile balanced based upon relevant labor force p	parity figures?		☑ Yes	□No				
(b.) Are management and supervisory staff aware that work can be obtained from the Equal Employment Opportunit		ation	✓ Yes	□No				

#### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

3.	н	RIN	G OPTIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
	a.		he commander and his/her management team familiar with va iions available to enhance EEO?	arious hiring		✓ Yes	□No
_			Certification list,			✓ Yes	□ No
_		(2)	Lateral transfer between classifications,			✓ Yes	□No
_	_	(3)	Training and Development (T&D) Assignment		**************************************	✓ Yes	□No
		(4)	Temporary Authorization (TAU) Appointment.			✓ Yes	□No
		(5)	Temporary downgrade,			✓ Yes	□No
	b.		s the Area exercised hiring options to assist the Department in EEO goals and objectives?	n meeting		☐ Yes	☑ No
		(1)	Were options explored to attract and hire females into nontraclassifications?	aditional		☐ Yes	✓No
		(2)	Were bilingual certification lists used in an attempt to hire bilingual employees?			□Yes	☑ No
4.	UP	νVΑ	RD MOBILITY	Yes	NO NO	CORRECTED N/A	
	a.	Do	supervisors encourage employees to investigate upward mob			✓ Yes	□ No
		(1)	Are employees informed of the opportunities?			✓ Yes	□No
		(2)	Are T&D/lateral transfer opportunities posted in a prominent or routed among eligible employees?	location,			□No
		(3)	Are employee's Upward Mobility Career Plans reviewed annu of their annual performance evaluation?	ually as part		✓ Yes	□No
			(a) Is compliance with program eligibility for continuation as	sured?		✓ Yes	□No
			(b) Have employees' potential for a new or higher level assi been evaluated?	gnment		✓ Yes	□No
	b.	und	supervisors encourage and ensure participation of employees lerrepresented groups in assignments and/or training to furthe elopment and enhance competitiveness in promotional exam	er their		✓ Yes	□No
		(1)	Field and headquarters temporary assignments.			✓ Yes	□No
		(2)	Specialized training classes.			✓ Yes	□No
		(3)	Special projects in Area/Division.			✓ Yes	□No
		(4)	Special duty assignments.			✓ Yes	□No
		(5)	Advanced Academy training.			✓ Yes	□No
			s the commander ensure eligible employees are kept apprais oility opportunities?	sed of upward		✓ Yes	□No
		(1)	Is the commander aware of the upward mobility interests of t	he nonuniformed staf	f?	✓ Yes	□No
		(2)	Has the commander shown his/her support for upward mobil	ity efforts?		✓ Yes         ✓ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### EQUAL EMPLOYMENT OPPORTUNITY

a. Are recruitment efforts active and ongoing?  (1) Has Area contributed to Division's recruitment efforts?  (2) Yes   No    (a) Was staff support provided in the way of female, minority, and persons with disabilities note models for recruitment presentations?  (b) Does the Area contribute resource information such as community and media contracts?  (2) Does the Area management team?  (a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?  (b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?  (c) Has the commander developed and maintained liaison with minority, disabiled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations in the community?  (e) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations in the community?  (b) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  (c) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  (d) Has the commander of other managers made recruitment presentations   Yes   No   No   No   No   No   No   No   N	5. F	RECR	UITI	MENT	EVALUATED)	ACTION REQUIRED	CORRECTED N/A	
(1) Has Area contributed to Division's recruitment efforts?	10000 17	/ 100 - 200			1 es	INO	Para a	ПМо
(a) Was staff support provided in the way of female, minority, and persons with disabilities role models for recruitment presentations?  (b) Does the Area contribute resource information such as community and media contacts?  (2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?  (a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?  (b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts? The Area PAO speaks at local schools curred days and local job futirs.  (c) Has the commander of other managers made recruitment presentations recruitment efforts? The Area PAO speaks at local schools curred days and local job futirs.  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM  (a) Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (b) Are bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective use of bilingual services positions deployed to maximize the effective 2 Yes No  (1) Are copies retained at the Area?  (2) What criteria is used to determine deployment of bilingual services positions?  (3) Has the Unit 5 Memorandum of Understanding been conducted in accordance with departmental policy?				11.00				
(2) Does the commander stimulate interest in ongoing recruitment efforts among his/her management team?  (a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?  (b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?  (c) Has the Commander developed and maintained liaison with minority, disabled, and women's organizations in the community?  (d) Has the commander other managers made recruitment presentations before minority, disabled, and women's organizations in the community?  (e) BiLINGUAL SERVICES PROGRAM  a. Doas the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (f) Are bilingual services positions deployed appropriately?  (g) What criteria is used to determine deployment of bilingual services positions?		(1)		Was staff support provided in the way of female, minori				
efforts among his/her management team?  (a) Are Area managers and supervisors actively involved in promoting the Department's recruitment efforts?  (b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts?  The Area PAO speaks at local schools career days and local job fairs.  (c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM  PACHINATED  Yes  No  No  No  No  No  No  No  No  No  N			(b)		community and		☑ Yes	□No
the Department's recruitment efforts?  (b) How is the Public Affairs Officer utilized to promote the Department's recruitment efforts? The Area PAO speaks at local schools career days and local job fairs.  (c) Has the commander developed and maintained liaison with minority, disabled, and women's organizations in the community?  (d) Has the commander or other managers made recoultment presentations before minority, disabled, and women's organizations?  (e) BILINGUAL SERVICES PROGRAM  (a) Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are bilingual services positions deployed appropriately?  (2) Yes No  (2) What criteria is used to determine deployment of bilingual services positions?  (3) Yes No  (4) Mare copies retained at the Area?  (5) Yes No  (6) Mare required, have position audits been conducted in accordance with departmental policy?		(2)			ent		✓ Yes	□No
(c) Has the commander developed and maintained flaison with minority, disabled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM    EVALUATED   ACTION REQUIRED   NO   N/A								□No
disabled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM  2. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  b. Are bilingual services positions deployed appropriately?  (1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  (2) Yes No  d. Iffwhen required, have position audits been conducted in accordance with departmental policy?								
disabled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM    EVALUATED   No   No   No   No   No   No   No   N								-11
disabled, and women's organizations in the community?  (d) Has the commander or other managers made recruitment presentations before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM    EVALUATED   No   No   No   No   No   No   No   N								
before minority, disabled, and women's organizations?  6. BILINGUAL SERVICES PROGRAM  a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  b. Are bilingual services positions deployed appropriately?  (1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment			(c)				✓ Yes	□No
a. Does the Area have bilingual services positions authorized per GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  b. Are bilingual services positions deployed appropriately?  (1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment			(d)		ent presentations		Yes	☑ No
and Transfers Uniformed Employees?  b. Are bilingual services positions deployed appropriately?  (1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment	6. B	ILINO	IAU	_ SERVICES PROGRAM		Section and the section of the secti		
(1) Are bilingual services positions deployed to maximize the effective use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  ☑ Yes □ No  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment	a.				O 10,7, Field and H	leadquarters Assignments	√ Yes	□No
use of bilingual skills?  (2) What criteria is used to determine deployment of bilingual services positions?  c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment	b.	Are	bilin	gual services positions deployed appropriately?			✓ Yes	□No
c. Does the commander review the language survey data as recommended in GO 10.7, Field and Headquarters Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment		(1)			fective		✓ Yes	□No
Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  (2) Yes No  (3) If/when required, have position audits been conducted in accordance with departmental policy?  (4) Has the Unit 5 Memorandum of Understanding been consulted for payment		(2)	Wha	at criteria is used to determine deployment of bilingual se	ervices positions?			
Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  (2) Yes No  (3) If/when required, have position audits been conducted in accordance with departmental policy?  (4) Has the Unit 5 Memorandum of Understanding been consulted for payment								
Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  (2) Yes No  (3) If/when required, have position audits been conducted in accordance with departmental policy?  (4) Has the Unit 5 Memorandum of Understanding been consulted for payment								
Assignments and Transfers Uniformed Employees?  (1) Are copies retained at the Area?  (2) Yes No  (3) If/when required, have position audits been conducted in accordance with departmental policy?  (4) Has the Unit 5 Memorandum of Understanding been consulted for payment				110-2-6-7-10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	.,.			
d. If/when required, have position audits been conducted in accordance with departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment	C.				mended in GO 10.7	, Field and Headquarters	✓ Yes	□ No
departmental policy?  (1) Has the Unit 5 Memorandum of Understanding been consulted for payment		(1)	Are	copies retained at the Area?			✓ Yes	□No
	d.				ance with		✓ Yes	□No
		(1)			ed for payment		✓ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **EQUAL EMPLOYMENT OPPORTUNITY**

7. PI	7. PERSONS WITH DISABILITIES PROGRAM  EVALUATED  ACTION REQUIRED					
			Yes	No	N/A	
a.		anagers and supervisors maintain an ongoing endeavor to esto attract and retain qualified candidates and employees w		t's	✓ Yes	□No
	(1) F	Reasonable Accommodation				
	(;	Is the commander and his/her management team familia Affirmative Action/Equal Employment Opportunity Plann Disabilities Program?			✓ Yes	□No
	(t	<ul> <li>Is the commander/team familiar with resource contacts, Department of Rehabilitation, EEOU, Facilities, Telecom Services, and Health and Safety Sections?</li> </ul>			✓ Yes	□No
	(0		✓ Yes	□No		
	(c	Have there been opportunities to provide reasonable accemployees/applicants with disabilities?	commodation for		☐ Yes	✓No
		1 What efforts were made to provide reasonable accom	nmodation?			
	(2) A					
	(а	Are ACPD minutes reviewed by the Area management to	eam?		✓ Yes	□No
	(b	) Are ACPD minutes distributed or made available to all er	mployees?		✓ Yes	□No
8. DIS	DISCRIMINATION EVALUATED ACTION REQUIRED NO				CORRECTED N/A	
а.		anagers and supervisors responsible for ensuring a favorab employees, free from discrimination or harassment, includin	ole working atmosphere	1	✓ Yes	□No
	(1) Fa	amiliarity and Support				
	(a	) Is the commander/management team familiar with depar and procedures regarding prohibited discriminatory prac-			✓ Yes	□No
	(b	) Is the commander/management team familiar with depar for handling discrimination or harassment issues or alleg			✓ Yes	□No
	(c)	Is the commander/management team familiar with the ro of outside agencies in the resolution of complaints?	les and responsibilities		✓ Yes	□No
	(d)	Has training been provided for all employees on discriming sexual harassment?	nation and harassment,	including	✓ Yes	□No
	(2) W	ork Environment				
	(a) Is the work environment businesslike and does it ensure fair and courteous treatment of all employees and the public?					□No
	(b)	Do interpersonal relationships between employees, incluand supervisors, reflect the professionalism expected of			✓ Yes	□No
	(c)	Are notices properly posted in each work area advising o and business telephone numbers of EEO Counselors av			☑ Yes	□No
		The state of the s				

#### Memorandum

Date:

December 16, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Fresno Area

File No.:

435.10809.13773.EEO

Subject:

AREA MANAGEMENT EVALUATION/EQUAL EMPLOYMENT

OPPORTUNITY

During December 2008, Sergeant C. Finnegan, #13773, conducted an informal audit in accordance with departmental policy outlined in HPG 22.1, Chapter 18, Area Management Evaluation/Equal Employment Opportunity (EEO). As part of this audit, Sergeant Finnegan interviewed management and supervisory personnel directly responsible for hiring non-uniform employees. Fresno Area hired over 30 employees during the past two years, including public safety dispatchers, clerical personnel, automotive technicians, and janitors. The supervisors and management staff are well versed in the hiring process and are knowledgeable of the many programs and responsibilities associated with EEO.

Management staff routinely discusses EEO issues with supervisory staff during monthly staff meetings, and supervisory staff routinely discusses EEO issues with subordinates during briefing and training days. Fresno Area recently contacted local EEO counselors and requested training for all personnel. This training will likely occur during the first quarter of 2009.

A copy of the CHP 453T, Area Management Evaluation/Equal Employment Opportunity, is attached for review, as is the most recent list of Central Division EEO counselors and investigators. Any questions regarding this audit may be directed to Sergeant C. Finnegan.

R. HUERTA, Captain

Commander

Attachments

STATE OF C	ALIFORNIA T <sup>*</sup> OF CALIFOŘNIA HIGHWAY PATROL	AREA	DIVISION	NUMBER	
	MANAGEMENT EVALUATION	435	Central		
	EMPLOYMENT OPPORTUNITY	EVALUATED BY		DATE	
-	(Rev. 6-06) OPI 009	C. Finnegan, Sergean	i,#13773	12/16/2008	
form is u individua can be p accompl form can	al Evaluation	be initialed and date indicated. If addition upplement. The Supplems or progress, and	d as deficiencies are on the comments are necested dement should include the evaluator's overall	corrected. Ar essary, the in e significant f	nswer nformation findings,
r=1.0	1			,,,,	611
Yes	☑ No BY	EVALUATED	TACHON REQUIRED	CORRECTED	26/08
I. SUPP	DRT AND AWARENESS	X	NOTION NECONED	DOM: MEDIES	
	all managers and supervisors support and implement the obj Department's Equal Employment Opportunity (EEO) Program	•		√ Yes	□ No
(1)	Does the commander support and encourage EEO?	(a <sup>p</sup> )		☑ Yes	□ No
	(a) Are managers and supervisors familiar with the program	m?		☑ Yes	☐ No
	(b) Are managers and supervisors familiar with ongoing EE do they know where to obtain assistance regarding EE		s, and	☑ Yes	☐ No
(2)	Are managers and supervisors familiar with special employr such as the Limited Examination and Appointment Program			☑ Yes	□ No
(3)	Regarding local EEO programs, are innovation or notable at Area to enhance the Department's EEO efforts documented			√ Yes	□ No
. HIRING	B / PROMOTION	EVALUATED X	ACTION REQUIRED	CORRECTED	ratus <del>ja status ja lastika</del> s 14, as
a. Are	hiring/promotion practices consistent with EEO objectives ar	nd philosophies?		☑ Yes	☐ No
(1)	Do selections approved by the commander reflect support o emphasis on maintaining a diverse workforce?	of the Department's	\$ \$ 4 manuses are not \$ 10 min. (\$ 11 min \$ 2	☑ Yes	☐ No
(2)	Do CHP 440As document good faith effort toward soliciting	an adequate candidate	group?	[☑] Yes	☐ No
	(a) Were all three ranks on the certification list canvassed?	}	e e e e e e e e e e e e e e e e e e e	☑ Yes	☐ No
	(b) Were Job Opportunity Bulletins sent to all state agencie	98?		☑ Yes	☐ No
(3)	What is the Area's current nonuniformed staffing profile by c gender, ethnicity, and number of disabled employees?	classification,	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	White: 26, Hispanic: 22, Black: 1, Other: 1			# 12   EXCEPTION   EXCEPTION	
	Female: 41, Male: 9				**************************************
************	Disabled: 0				
		THE LOCAL DESIGNATION OF THE PARTY OF THE PA			
	(a) Is the profile balanced based upon relevant labor force	parity figures?		☑ Yes	☐ No
0	(b) Are management and supervisory staff aware that work can be obtained from the Equal Employment Opportunit		zation	☑ Yes	⊡ No

. DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

-	HIRING OPTIONS	EVALUATED	ACTION REQUIRED	CORRECTED	
	a. Is the commander and his/her management team familiar with v				
a	options available to enhance EEO?	☑ Yes	☐ No		
	(1) Certification list.			☑ Yes	☐ No
	(2) Lateral transfer between classifications.			√ Yes	☐ No
	(3) Training and Development (T&D) Assignment.			☑ Yes	∏ No
	(4) Temporary Authorization (TAU) Appointment.			[ℤl Yes	□ No
	(5) Temporary downgrade.			☑ Yes	□ No
b.	. Has the Area exercised hiring options to assist the Department its EEO goals and objectives?	in meeting		☑ Yes	☐ No
	(1) Were options explored to attract and hire females into nonticlassifications?	[☑] Yes	☐ No		
	(2) Were bilingual certification lists used in an attempt to hire bilingual employees?			[☑ Yes	□ No
4. U	PWARD MOBILITY	CORRECTED			
a.	. Do supervisors encourage employees to investigate upward mo	bility opportunities?		☑ Yes	☐ No
	(1) Are employees informed of the opportunities?			☑ Yes	☐ No
	(2) Are T&D/lateral transfer opportunities posted in a prominen or routed among eligible employees?	f location,		[☑] Yes	☐ No
	(3) Are employee's Upward Mobility Career Plans reviewed and of their annual performance evaluation?	☑ Yes	☐ No		
	(a) Is compliance with program eligibility for continuation a	ssured?		[Z] Yes	☐ No
	(b) Have employees' potential for a new or higher level as been evaluated?	signment		[☑] Yes	☐ No
b.	Do supervisors encourage and ensure participation of employed underrepresented groups in assignments and/or training to furth	es from er their			
	development and enhance competitiveness in promotional exam			√ Yes	☐ No
	(1) Field and headquarters temporary assignments.			✓ Yes	☐ No
	(2) Specialized training classes.			☑ Yes	[] No
******	(3) Special projects in Area/Division.			☑ Yes	☐ No
and a bridge	(4) Special duty assignments.	MUSH	=	☑ Yes	[] No
	(5) Advanced Academy training.			√ Yes	☐ No
C.	Does the commander ensure eligible employees are kept appra mobility opportunities?	sed of upward		[☑] Yes	[] No
	(1) Is the commander aware of the upward mobility interests of	the nonuniformed st	aff?	[்∑] Yes	□ No
	(2) Has the commander shown his/her support for upward mob			√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

EQUAL EMPLOYMENT OPPORTUNITY

5.	RE	CRU	TIV	ENT	EVALUATED X	ACTION REQUIRED	CORRECTED	A STATE OF THE STA
	а.	Are recruitment efforts active and ongoing?						☐ No
-		(1)	Has	Area contributed to Division's recruitment efforts?			☑ Yes	∏ No
******	*******		(a)	Was staff support provided in the way of female, minori with disabilities role models for recruitment presentation			[☑] Yes	[] No
		er kladig mera	(b)	Does the Area contribute resource information such as media contacts?	community and		☑ Yes	□ No
		, ,		es the commander stimulate interest in ongoing recruitments among his/her management team?	ent		☑ Yes	[] No
			(a)	Are Area managers and supervisors actively involved in the Department's recruitment efforts?	n promoting		☑ Yes	□No
			(b)	How is the Public Affairs Officer utilized to promote the recruitment efforts?  The Public Affairs Officer of the Public Affai	ons throughout Fresno Co	ounty and pa	rticipates in	
				career days, job fairs, and the yearly CHP display at the	e County Fair.			
Me 1 - 2								
		(	(c)	Has the commander developed and maintained liaison disabled, and women's organizations in the community			☑ Yes	☐ No
		(	(d)	Has the commander or other managers made recruitm before minority, disabled, and women's organizations?	ent presentations		☑ Yes	□No
6.	BILI	INGU	JAL	SERVICES PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED	
				e Area have bilingual services positions authorized per G nsfers Uniformed Employees?	60 10.7, Field and Hea	adquarters Assignments	[☑] Yes	[] No
(411	b. <i>A</i>	Are b	iling	gual services positions deployed appropriately?			☑ Yes	☐ No
	(			bilingual services positions deployed to maximize the ef of bilingual skills?	fective		☑ Yes	[] No
****	(	(2) V	Vha	at criteria is used to determine deployment of bilingual se	ervices positions?	The Clerical Unit has	two bilingua	al
		(	Eng	glish-Spanish) employees assigned Monday through Fri	day to assist the public	. Both the front desk of	ficer and VIN	l officer are
		a	lso	bilingual (English-Spanish). The dispatch center has fi	ve bilingual (English-	Spanish) employees who	work variou	s shifts.
		\	λhe	en a bilingual employee is not available, dispatch has ac	cess to a translating so	rvice.		
(	c. [	Does Assig	the nm	commander review the language survey data as recoments and Transfers Uniformed Employees?	mended in GO 10.7, F	ield and Headquarters	√ Yes	[] No
	(	1) A	Are (	copies retained at the Area?			☑ Yes	No
(				equired, have position audits been conducted in accordental policy?	ance with		√ Yes	☐ No
	(	,		the Unit 5 Memorandum of Understanding been consult auditing of uniformed positions?			[☑] Yes	[] No
	****						or - minourner extince	and entranes to 2000 to 1227 Co.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION EQUAL EMPLOYMENT OPPORTUNITY

7 PF	RSO	NS	WITH DISABILITIES PROGRAM	EVALUATED		ACTION REQUIRED	CORRECTED	
				onhance the Dena		f'e		
a.			agers and supervisors maintain an ongoing endeavor to o attract and retain qualified candidates and employees		ai tii ile i		☑ Yes	☐ No
	(1)	Rea	asonable Accommodation					
**************************************		(a)	Is the commander and his/her management team famil Affirmative Action/Equal Employment Opportunity Plan Disabilities Program?	iar with the provisioning Manual, Chap	ons of ter 6,	HPM 10.12, Persons with	☑ Yes	□ No
***********		(b)	Is the commander/team familiar with resource contacts Department of Rehabilitation, EEOU, Facilities, Telecon Services, and Health and Safety Sections?		iness		☑ Yes	□No
		(c)	Are supervisors aware of the many devices available to of persons with disabilities?	help in employme	nt		☑ Yes	☐ No
		(d)	Have there been opportunities to provide reasonable a employees/applicants with disabilities?	ccommodation for			Yes	☑ No
			1 What efforts were made to provide reasonable acco	ommodation?	Cur	rently, Fresno Area	does not have a	ny
			employees with disabilities.	n = = = = = = = = = = = = = = = = = = =			***************************************	
	(2)	Adv	risory Committee for Persons with Disabilities (ACPD)					
		(a)	Are ACPD minutes reviewed by the Area management	team?			☑ Yes	☐ No
		(b)	Are ACPD minutes distributed or made available to all	employees?		partie - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	✓ Yes	□No
8. DIS	DISCRIMINATION			EVALUATED		ACTION REQUIRED	CORRECTED	
a.	Are managers and supervisors responsible for ensuring a favorable working atmosphere for all employees, free from discrimination or harassment, including sexual harassment?					☑ Yes	□No	
10.000	(1)	Fan	niliarity and Support					# <del>************************************</del>
Col College Warre	(	(a)	Is the commander/management team familiar with department procedures regarding prohibited discriminatory pra	artmental policies ctices?			☑ Yes	□ No
	(	(b)	Is the commander/management team familiar with deport for handling discrimination or harassment issues or alle	artmental policies a gations should the	and pr	ocedures ur?	[✓] Yes	□No
	(	(c)	Is the commander/management team familiar with the of outside agencies in the resolution of complaints?	oles and responsib	oilities		☑ Yes	□ No
	(		Has training been provided for all employees on discrin sexual harassment?	nination and haras	sment	, including	☑ Yes	☐ No
	(2) \	Vor	k Environment					ences union
	(		Is the work environment businesslike and does it ensur courteous treatment of all employees and the public?	e fair and			☑ Yes	☐ No
	(		Do interpersonal relationships between employees, included and supervisors, reflect the professionalism expected of				√ Yes	□No
11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(		Are notices properly posted in each work area advising and business telephone numbers of EEO Counselors a		ince?		[☑] Yes	∏ No
	*****	*****						

#### Memorandum

Date:

November 4, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Assistant Commissioner, Inspector General

File No.:

005.A12811.011.EEO.Memo.EEOInvestigator-Counselor Lists.SEPT08

Subject:

EEO COUNSELOR AND EEO INVESTIGATOR LISTS

Attached are the most current Equal Employment Opportunity (EEO) Counselor and EEO Investigator lists. The EEO Counselor list is provided to your Division for distribution to Area/Section commands. In accordance with HPM 10.12, Affirmative Action/Equal Employment Opportunity Planning Manual, Chapter 12, page 10, the EEO Counselor list is to be posted in a location accessible to all employees. The list of trained EEO Investigators is for your Division use only.

Please review the lists for accuracy. Corrections may be sent via e-mail to Ms. Peggy Laya of the Office of Equal Employment Opportunity. If you have any questions, please call Ms. Laya at (916) 451-1396.

M. C. A. SANTIAGO Assistant Commissioner

Attachments

cc: Assistant Commissioner, Field

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Counselor List, by Division or Office



401	CENTRAL DIVISION	(559).277-7250		
		CASTANEDA, ED M	OFFICER	
		CASTRO, RALPH	SERGEANT	
	192	GALVEZ, ALFREDO S	OFFICER	
		MORRIS, JEFFREY M	LIEUTENANT	
	14	PANGILINAN, NEIL	OFFICER	
		VASQUEZ, ALFREDO C	LIEUTENANT	
424	GRAPEVINE I. F.	(661) 85	8-2540	
-		ROCKAFELLOW, SANDRA	SERGEANT	
425	SONORA	(209) 984-3944		
		KEASTER, JEANIE J	OSSI	
430	FORT TEJON	(661) 248-6655		
	E 5	SOLIZ JR, RUBEN L	OFFICER	
435	FRESNO	(559) 44	1-5441	
		WOJDAN, LORI	PSDS I	
450	MADERA	(559) 67	5-1025	
	-	JIMENEZ, JIMMY	OFFICER	
456 (	DAKHURST	(559) 683	3-6565	
		SOLSO, MICHAEL	OFFICER	
160 1	MERCED	(916) 376	3200	
		HOFFMAN, JUDI	PSDS I	
		LAMERSON, GLINDON	SERGEANT	
		RIGGINS, PHILLIP	OFFICER	
61 L	OS BANOS	(209) 826	(209) 826-3811	
		YATES, JAMES	OFFICER	

## STATE OF CALIFORNIA

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL



# Investigator List, by Division or Office

401	CENTRAL DIVISION		
G.	To an indicate a second second	ABRAMES, JIM R	CHIEF ASSISTANT CHIEF
Ēκα	. K	CLEMENTS, ROBERT E GODINEZ, WILLIE L	ASST. CHIEF
	-	KAHN, JEFFREY S	LIEUTENANT
		NORTON, NICK G	CAPTAIN
		VASQUEZ, ALFREDO C	LIEUTENANT
420	BAKERSFIELD		
		SMITH, BRIAN M	CAPTAIN
435	FRESNO		
		HUERTA, ROY	CAPTAIN
455	MARIPOSA		
		PRICE, DAVID J	LIEUTENANT
460	MERCED		
		BADILLA, STEVE A	CAPTAIN
465	MODESTO		
		DUNCAN, LENLEY C	CAPTAIN
		KOENIG, BARRY S	LIEUTENANT